

COVID-19 SITE SAFETY PLAN

DETAILS

Facility	Delbrook Community Recreation Centre	Location	851 West Queens Road, North Vancouver
Date Completed	October 6 th , 2020	Date Revised	December 24 th , 2020
Completed By	Howard Kiang – Assist Mgr, Maint & Eng – H&S Co-chair Darcie Montgomery – FPS – H&S Co-chair Ron Holbrook – Recr Coordinator Michelle Jones – FPS Kevin Clark – Aquatic Supervisor Kent Seto – Network Administrator Chris Hartmann – HR Associate Rachel Zuckermann – HR Advisor	Approved By	Approved by: Howard Kiang, Assist Mgr, Maint & Eng Date Approved: December 24 th , 2020

ASSESSMENT

TOPIC	DETAILS	CONTROLS/DESCRIPTION
Occupancy Limits	<ul style="list-style-type: none"> Gathering areas identified Occupancy limits posted Workplace reconfiguration (if necessary) Remote Work arrangements Work process/workflow procedures are established (if necessary) 	<ul style="list-style-type: none"> All programs and use of the community recreation centre will be by registration only for fixed times No drop-in usage will be allowed Participants will provide contact information for potential contact tracing Maximum occupancy will be posted on all rooms in use where people gather Staff will monitor all rooms for maximum capacity Staff will encourage participants to leave through the correct exits once their programs are over Signs will be posted on the room and hallway walls with reminder to physical distance Doors to rooms will be kept open while programs are in progress to discourage touching handles (except for fire doors) Instructors will have moveable dots to mark physical distance for programs when needed Room will be set up with tables and chairs with minimum 2 metres spacing Shared equipment will be minimized Program participants will be sent instructions (attached) See attached floor plans for occupancy and direction of travel in hallways Signage will encourage “Think > Look > Move”

PARKADE LEVEL

PARKADE

Parkade will be open to everyone. Participants with any type of mobility issues may use the north elevator to access to other levels. All others will be directed to use the north stairwell or walk outside to access the main level (where they will be directed to line up outside for check in).

NORTH ELEVATOR

- Maximum occupancy is one person or one group of people in the same bubble.
- There will be a sign posted on the elevator door at the Parkade Level saying “Reserved for Participants with Mobility Issues”. The elevator will travel from the Parkade Level to the Main or Upper Level. When the participant with the mobility issue exits at the Main Level, they will travel down the corridor on the north side of the front counter and staff will assist them with the check-in process. If the participant with the mobility issue exits at the Upper Level, they will travel to their programs and the instructor will check them in.
- This elevator does not stop on the Lower Level when it is coming up from the Parkade. However, participants with mobility issues can still call the elevator from the Lower Level to get to the Parkade Level.

SOUTH ELEVATOR

- No entry from the Parkade Level. There will be a sign on the elevator and the call buttons will be taped over. Participants with mobility issues will be directed to use the North Elevator.

LOWER LEVEL

NORTH ELEVATOR

- Max occupancy is one person or one group of people in the same bubble.
- This elevator does not stop on the Lower Level when it is coming up from the Parkade. However, participants with mobility issues can still call the elevator from the Lower Level to get to the Parkade Level.

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SOUTH ELEVATOR

- Max occupancy is one person or one group of people in the same bubble.
- Sign posted for participants with mobility issues only to access all other levels.

HALLWAY

- Vending machines will remain in service
- Wallet lockers outside of the Weight Room/Fitness Centre will be available for use
- Marked with arrows for two-way travel
- Disable water fountain for use with bottle sensor only
- East Stairwell doors marked as the exit

WEIGHT ROOM/FITNESS CENTRE

(Maximum Occupancy = 40 persons)

- Participants will make appointments online for fixed times and room will be closed between appointments to allow staff to disinfect equipment
- Only registered participants will be allowed to enter the Weight Room/Fitness Centre or Fitness Studio
- Counter: space marked with a stand dot to the south side of the counter (not the front) so that participants can be served by Weight Room staff at a distance of 2 metres
- Participants may use the Fitness Studio opposite for stretching if no classes are taking place in that room
- Cubby holes and coat racks are available and will be cleaned before and after each use; participants will be reminded to maintain a physical distance of 2 metres
- Some equipment marked out of service and the rest spaced out to ensure room to move around all equipment with physical distancing
- Small equipment removed

FITNESS STUDIO

(Maximum Occupancy = 15 persons, without equipment)

- Registered Fitness Centre participants may use it to stretch
- Heavy bag will be available and cleaned after each use

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- TRX straps will removed after every class, isolated in a laundry bin for 72 hours, and laundered before the next use
- Fans removed from the room

AQUATIC AREA/SWIMMING POOL

(Recreational Lap Pool Swimming Maximum Occupancy = 35 persons, excluding staff)

(Recreational Leisure Pool Swimming Maximum Occupancy = 18 persons, excluding staff)

(Swim Club Maximum Occupancy = 48 persons, excluding NVRC staff)

- Only registered participants will be allowed to enter the pool chamber
- Doors will be propped open during entrance and exit times only
- Up to 3 participants per lane for lane swim (6 participants for double lane)
- Up to 7 participants per lane for swim club only
- One washroom available off the pool deck
- Benches will be used for participants personal belongings
- Limited equipment will be available for instructor led programs only and be cleaned after each use; equipment not available during public swim
- PFD's will only be available upon request to aquatic staff
- Lockers are not available for use and will be marked not in use
- Diving boards are not available and will be marked out of service
- Sauna, steam room and hot tub will be closed until further notice and marked as no entry
- Limited occupancy in the Pool Control room (2 persons maximum)
- Limited occupancy in the Staff Lunch room (1 person maximum)
- Limited occupancy in the Aquatics Supervisor office (1 person maximum)

AQUATIC/POOL CHANGEROOMS

(Men's Changeroom Maximum Occupancy = 8 persons)

(Women's Changeroom Maximum Occupancy = 9 persons)

(Universal Changeroom Maximum Occupancy = 8 persons)

- Participants will enter and exit the changerooms from the pool deck
- Changerooms will be open and available for special accommodation only
- Changerooms will be for aquatic users and NVRC program participants only
- Changerooms will be for post-NVRC activities/programs only

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- Changerooms will be open for only changing out of wet bathing suits and into dry clothing
- Once maximum occupancy has been met, all other users will need to exit the facility; no waiting or line ups will be permitted
- Showers, sinks, toilets, hair/hand dryers and electrical outlets will be marked not available for use
- Changeroom area will be marked for minimum 2 metres physical distancing
- Changeroom will be marked with arrows for traffic flow and signage for “Think > Look > Move”
- Changerooms will be cleared 5 minutes after each swim session
- Staff will sanitize changerrooms between each registered time slot

AQUATIC/POOL WAITING AREA

(Maximum Occupancy = 3 persons)

- The waiting area will be used for those swimmers who have booked back-to-back swim sessions
- Participants will stay at their designated spot (numbered chair) along the edge of the pool during the 15 minute transition time
- Participants can re-enter the pool once the check-in has been complete for the next session

GYMNASIUM

(Maximum Occupancy = 25 persons, or 25 persons per half when partitioned)

- Used for registered programs only to maximum occupancy
- Sound system panel will be used by staff only and cleaned before and after use
- Participants who have booked back-to-back registered sessions will stay in the same court/spot until the next session starts

ASH ROOM

(Maximum Occupancy = 21 persons for active uses)

(Maximum Occupancy = 36 persons for static uses)

- Room may be used for registered fitness classes and children’s programs
- The room will be kept open, i.e. the divider will not be drawn to create two spaces

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- One door marked as the entrance and one as the exit; doors will be kept open during programs to discourage touching handles
- Sound system panel will be used by staff only and cleaned before and after each use
- Participants are encouraged to clean any NVRC equipment immediately after use
- Bikes moved to the Fitness Studio or storage if they exceed the Fitness Studio's maximum capacity
- Fans removed from the room

YOUTH CENTRE

(Maximum Occupancy = 6 persons)

- Only registered participants will be allowed to enter the Youth Centre
- Participants will enter and exit directly from the street door
- Where physical distancing is not possible, participants and staff will wear a non-medical mask
- Kitchen area will be taped off and marked as "not in service"
- No consumption of food or liquid in the Youth Centre
- All equipment will be cleaned by the participants before and after use
- Board games will be removed from the Youth Centre
- Only one participant at a time will use the washroom in the Youth Centre
- Maximum occupancy in the office is 1

SQUASH COURTS

(Maximum Occupancy = 1 person, each court)

- Only registered participants will be allowed to enter the Squash Courts
- Participants who have booked back-to-back registered sessions will stay in the same court/spot until the next session starts

SPRUCE ROOM

(Maximum Occupancy = 2 persons)

- Closed to public until further notice and marked as no entry
- Space may be used as overflow office space for 2 if necessary

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MAIN FLOOR

ENTRY ON THE NORTHWEST SIDE & MAIN VESTIBULE WITH FRONT COUNTER (Vestibule maximum occupancy = 8 persons; 2 at the counter and 6 in two lineups)

- The sliding door on the north side is the main access to the building for pre-registered weight room and program participants
- The sliding door on the west side will be marked and used for pre-registered arts/pottery program and swimming lesson entrance and exit; pre-registered program participants will be led by Recreation staff/instructor to the arts/pottery studio or to the pool chamber
- Participants line up outside when they first arrive; access and the queue will be managed by staff, who will screen and check in participants
- Plexiglass barriers will be placed over two work stations at the front counter (which may be expanded to three as the space allows for occupancy of three)
- Stand dots for physical distancing and stanchions placed in the vestibule to manage the queue
- **When possible, programs will be staggered to avoid congregating**
- Remove chairs and tables in the vestibule
- Remove green bins
- Remove pamphlets, handouts and newspaper stands

NORTH ELEVATOR

- Elevator door button will be taped over so participants cannot enter the car from this level.

SOUTH ELEVATOR

- Max occupancy is one person or one group of people from the same bubble.
- Participants with mobility issues can use this elevator to access all other levels. Sign will be posted that the elevator is for participants with mobility issues only.
- All others may access the lower level using the stairwell next to the elevator (one way down).

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HALLWAY

- Marked with arrows for two-way travel
- East stairwell doors marked as the exit
- Disable water fountain for use with bottle sensor only
- Remove chairs and tables
- Remove green bins

ARBUTUS ROOM

(Maximum Occupancy = 20 persons for active uses)

(Maximum Occupancy = 30 persons for static uses)

- Participants will enter and exit directly from the street doors
- Only staff will use the sound equipment

CEDAR ROOM

(Maximum Occupancy = 23 persons)

- Room will be exclusively used for licensed preschool
- Participants will enter and exit directly from the street doors
- Doors will be propped open at the beginning and end of the program to discourage touching door handles
- This room is for licensed preschool program
- Participants are encouraged to wash their hands in the washroom

FIR ROOM

(Maximum Occupancy = 9 persons for active and static uses)

- Participants will enter and exit directly from the street doors
- Doors will be propped open at the beginning and end of the program to discourage touching door handles
- Participants are encouraged to wash their hands in the washroom

PINE ROOM

(Maximum Occupancy = 5 persons)

- Participants will enter and exit directly from the street doors
- Doors will be propped open at the beginning and end of the program to discourage touching door handles

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- Participants are encouraged to wash their hands in the washroom

CENTRAL BOOKING OFFICE

- There are 6 work stations which are not shared, but only 4 may be occupied at any one time

DELBROOK STAFF OFFICES

- All staff (with one exception) work in single occupancy offices
- In one shared office, only one work station may be in use at any time
- Maximum occupancy is 1 in the photocopy area
- Max occupancy is 2 in the corridor area leading to CBO and the front desk
- Max occupancy is 2 in the staff/meeting room

UPPER LEVEL

NORTH ELEVATOR

- Max occupancy is one person or one group of people from the same bubble
- Elevator will travel from the Upper Level to the Main and Parkade Levels for participants with mobility issues

SOUTH ELEVATOR

- Max occupancy is one person or one group of people from the same bubble
- Elevator will travel from the Upper Level to the Parkade only for participants with mobility issues

HALLWAY

- Marked with arrows for two-way travel
- East stairwell doors marked as the exit
- Disable water fountain for use with bottle sensor only
- Remove green bins

MAPLE ROOM

(Maximum Occupancy = 12 persons for active uses)

(Maximum Occupancy = 20 persons for static uses)

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- Doors will be propped open at the beginning and end of the program to discourage touching door handles
- Participants are encouraged to wash their hands at the sink
- Participants are encouraged to clean any NVRC equipment immediately after used
- Only staff will use the sound equipment

ARTS/CRAFTS STUDIO

(Maximum occupancy = 14 persons)

- Only registered participants will be allowed to enter the Arts/Crafts Studio
- Participants will not share any arts and crafts supplies

POTTERY STUDIO

(Maximum occupancy = 8 persons)

- Only registered participants will be allowed to enter the Pottery Studio
- Instructor only in the Kiln room
- Participants will use their own equipment and clay; no shared equipment

OAK ROOM

(Maximum occupancy = 6 persons)

- Reserved for NVRC staff only
- Doors will be propped open at the beginning and end of the meeting to discourage touching door handles

NVRC ADMINISTRATION OFFICES

- Waiting chairs and table will be taped off and marked as “Not in Service” at the entrance
- Direction of travel is per the attached floor plan when there is congestion, otherwise staff will follow the “Think > Look > Move” approach
- Provide cleaning equipment for shared equipment (microwave, fridge, oven)
- Shared equipment will be cleaned before and after use
- Remove shared plates, cups and utensils in the Staff room
- Room U31 occupancy is 1
- All other workstations are in cubicles with high dividers, or single occupancy

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		<p>offices with exceptions noted below:</p> <ul style="list-style-type: none"> ○ Call Centre has 3 stations but is a maximum occupancy of 2 at any time; any shared station must be sanitized by the employee at the beginning and end of each shift ○ Scheduling Office has two stations which are not shared, but is a maximum occupancy of 1 at any time ○ IT Office has 4 stations which are not shared; only 3 stations may be in use at any time <ul style="list-style-type: none"> ● Cypress Room maximum occupancy is 2 persons, including furniture ● Maximum occupancy is 1 in the Photocopy room; staff will be encouraged to consider alternatives to photocopying such as printing and creating PDFs ● Maximum occupancy is 2 in the Staff room. ● Maximum occupancy is 2 in the File room
Handwashing Stations	<ul style="list-style-type: none"> ● Number of handwashing/sanitization stations identified ● Handwashing/hygiene signs posted 	<ul style="list-style-type: none"> ● Each of the entrances/exits to the building marked with handwashing/sanitization requirements ● Sanitization stations at every entrance and exit ● Sanitization stations in every room used by the public ● Sanitization station at the front counter of the administration offices ● There are 20 sink stations/locations throughout the building
Cleaning Protocols	<ul style="list-style-type: none"> ● High touch areas identified ● Safe Work Procedures developed/posted ● Cleaning frequencies identified ● Cleaning agents available ● Safety Data Sheets available 	<p>High touch areas:</p> <ul style="list-style-type: none"> ● Entrance/exit doors and handles (hand sanitization stations are placed at each entrance/exit); cleaned twice daily ● Stair railings; cleaned twice daily ● Signage added in halls and outside reminding people to wash hands frequently and maintain minimum 2 metres physical distance ● All room door handles; cleaned twice daily ● Staff are trained in cleaning and disinfecting protocols/procedures ● Participants and staff are trained for no or low frequency touch of shared equipment <p>A written cleaning protocol has been developed and includes:</p> <ul style="list-style-type: none"> ○ High touch cleaning areas

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		<ul style="list-style-type: none"> ○ Cleaning frequency ○ Cleaning agents ○ SDS reference if applicable <p>Staff members clean shared equipment (e.g. keyboards, phones and point-of-sale machines) before and after use; same for those using shared equipment (e.g. photocopiers, fax machine) and kitchen equipment (e.g. fridge, microwave) in common work areas</p>
Barriers/Partitions	<ul style="list-style-type: none"> ● Areas that require barriers/partitions identified ● Cleaning protocols and schedule established for barriers 	<ul style="list-style-type: none"> ● Plexiglass barrier for each service station in use at the front counter with a small slot to pass point-of-sale machines through ● Plexiglass barriers will be cleaned daily ● Most staff work in single occupancy offices or in work stations with high barriers ● Occupancy has been reduced in the shared offices (Central Booking Office on Main Level; one programming office on Main Level; Call Centre on Upper Level; Scheduling Office on Upper Level). ● Doors between Blenz Coffee and the Main Level front lobby will remain locked
Personal Protective Equipment	<ul style="list-style-type: none"> ● Tasks requiring PPE identified ● Amount/type of PPE required ● Training for PPE use ● PPE signage posted 	<ul style="list-style-type: none"> ● Staff will serve participants behind a barrier or at a physical distance ● Few monetary transactions will take place on site as participants will be pre-registered ● For any cash transactions that must be handled on site, staff will follow the “Safe Work Procedure – Cash handling”; wash or sanitize hands, or wear disposable gloves for each cash transaction ● Any pens handled by the public will be handed back to staff for cleaning ● At any time, masks and gloves will be available to any staff member if social/physical distancing cannot be maintained ● Masks and gloves will be available to Building Services staff ● RFC will monitor levels of PPE stock and report to their Supervisor for re-ordering ● Staff will serve participants during sign-in at marked minimum 2 metres physical distance ● Gloves will be used to handle any paperwork that must be handled from the public
Training	<ul style="list-style-type: none"> ● Safe Work Procedure’s reviewed 	<ul style="list-style-type: none"> ● This plan will posted on all bulletin boards and will be available on The Hub (NVRC intranet)

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	<ul style="list-style-type: none"> • Safety Talks conducted • COVID-19 information posted 	<ul style="list-style-type: none"> • Safety Talks will be held with all staff to familiarize them with this plan; Safety Talks will include instruction on proper donning and doffing of masks and gloves • All staff will be provided with formal printed Safe Work Procedures which will include a link to this plan on The Hub • All staff will be required to sign in that they have attended the Safety Talk and have been provided with the formal guidelines • First Aid attendants will be familiarized with the additional Pandemic/Covid-19 First Aid Procedures
Reporting	<ul style="list-style-type: none"> • Worker reporting/screening in place (symptoms, exposure, etc.) 	<ul style="list-style-type: none"> • Staff members instructed to not attend work if they show any symptoms of COVID-19, cold, flu or seasonal respiratory allergies; if they are showing symptoms, they will be instructed to stay home and call 811 or their physician • Any staff members or member of the public showing symptoms at the workplace will be isolated in place and other people taken out of the immediate vicinity; the person showing symptoms will either be sent home with instructions to call 811 and to self-isolate as needed (if symptoms are mild) or transported to hospital; once they have left the building, the vicinity will be sanitized
Tools, Equipment & Machinery	<ul style="list-style-type: none"> • Removal of any unnecessary/extra shared tools, equipment, etc. • Cleaning protocol and schedule established 	<ul style="list-style-type: none"> • Vending machines will remain in service • Removal of all tables and chairs in all hallways • Removal of all fans • Water fountains taken out of service except for bottle fillers • Removal of equipment such as spin bikes that exceed the maximum occupancy of the room • Removal of equipment such as small weight room equipment which will not be in use • A written cleaning protocol has been developed • Cleaning of all program and exercise equipment between uses • Cleaning of all high touch areas, twice daily
Signage	<ul style="list-style-type: none"> • Main entrance signage (stating who is restricted from entering) • Internal signage (directions for participants/staff) 	<ul style="list-style-type: none"> • Signage in place at every entrance/exit to remind people not to enter if sick, to sanitize/wash hands on exit and entry and to maintain minimum 2 metres physical distance • Physical distancing and sanitization signage in place throughout the building

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		<p>especially in high occupancy areas (Main Entrance and exterior waiting area)</p> <ul style="list-style-type: none"> • Maximum occupancy signage on doors of rooms where people gather • Message on the public website and signage in the lobby to let the public know what measures have been taken for their safety
PPE and First Aid	<ul style="list-style-type: none"> • First Aid supplies and PPE available • First Aid Procedures posted 	<ul style="list-style-type: none"> • Contact information will be gathered from participants in the event that contact tracing is required • Additional Pandemic/Covid-19 First Aid Procedures will be sent to First Aid Attendants and posted in First Aid Areas • Face shields, masks and gloves available for First Aid Attendants and Building Services staff • Masks, gloves, goggles and disposable gowns will be used during First Aid if minimum 2 metres distance cannot be maintained

COMMENTS

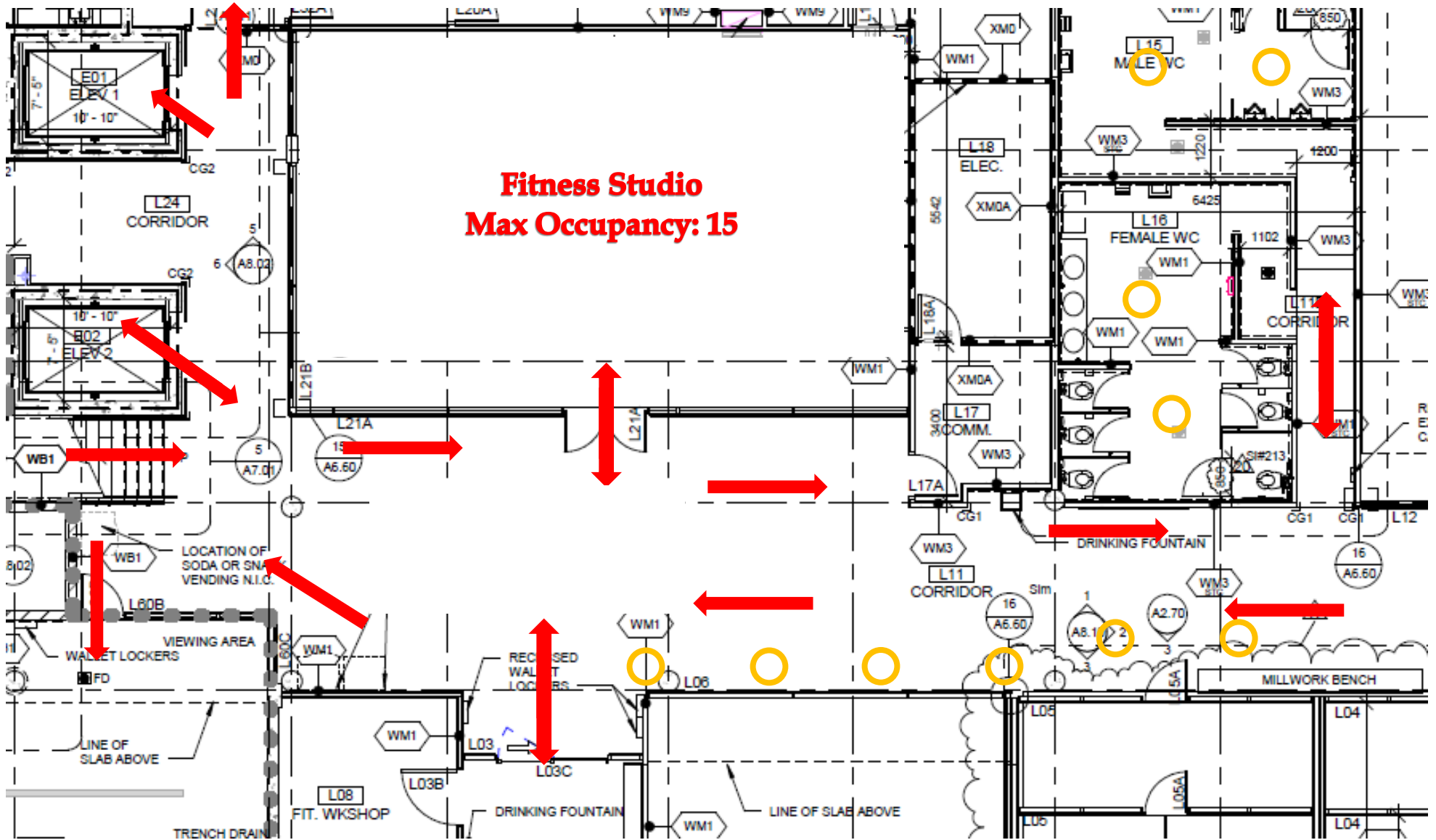
NVRC has a safety plan for the entire organization and a safety plan specific to outdoor programs.

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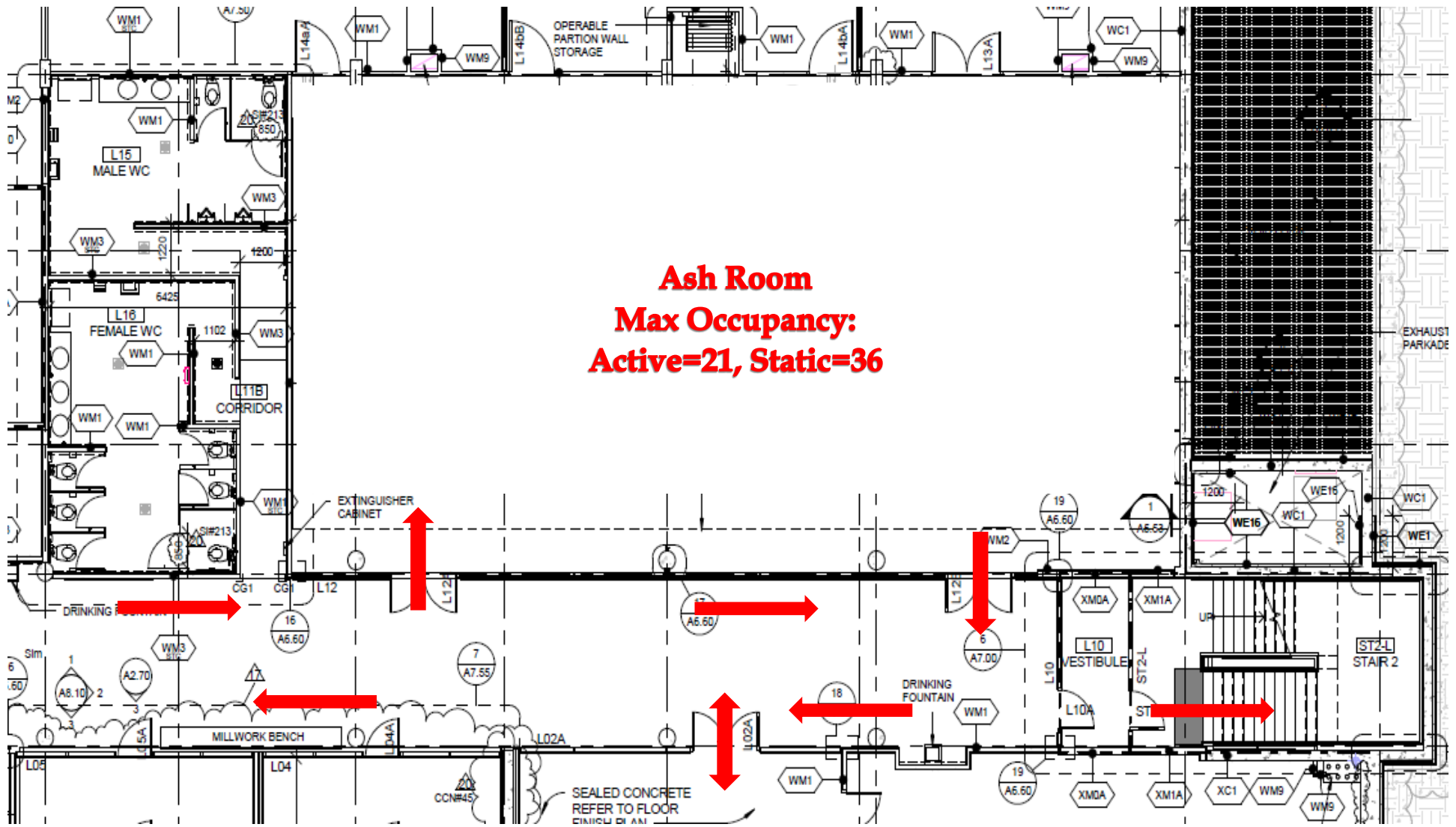
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Lower Level

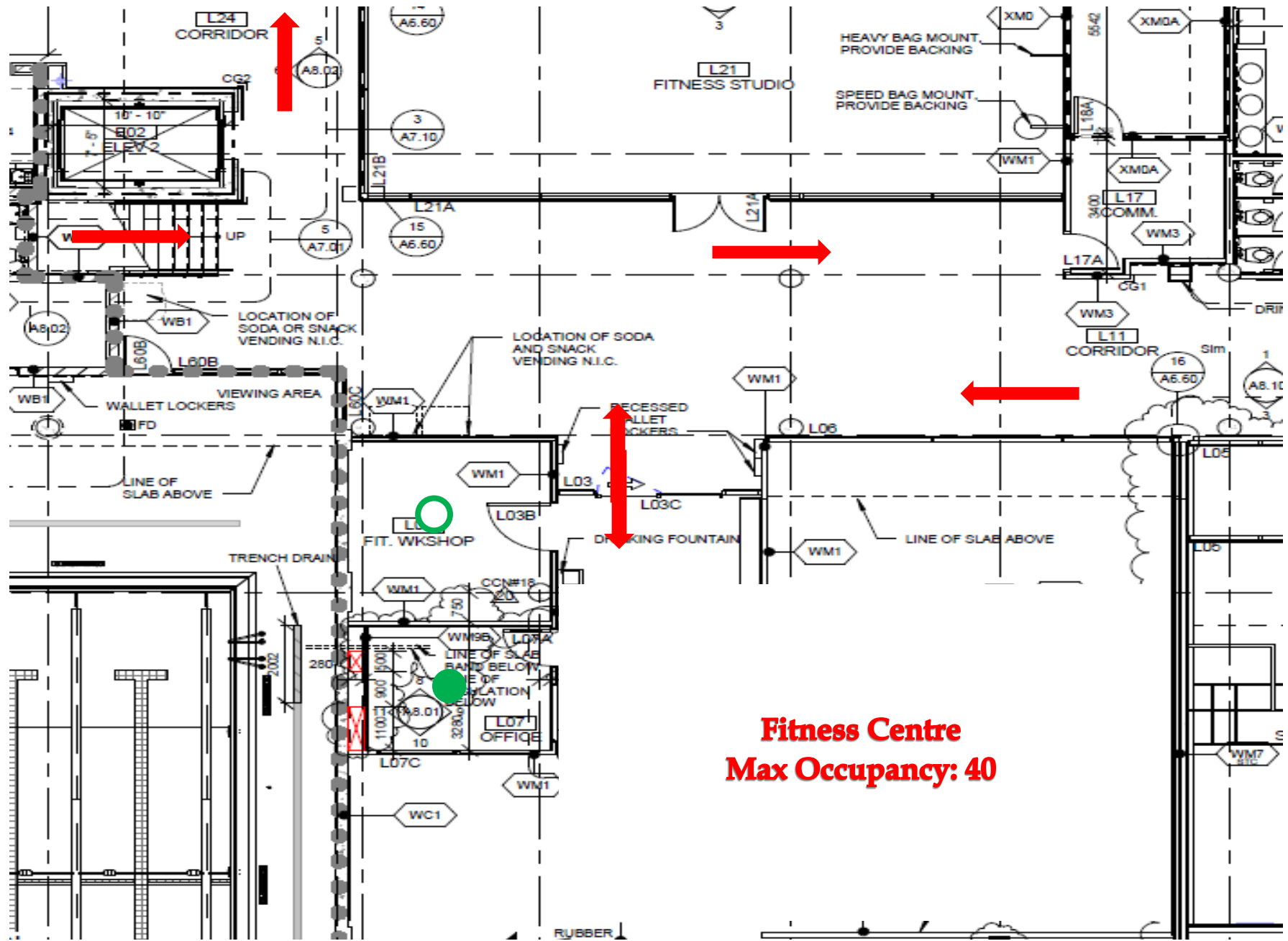
EXIT



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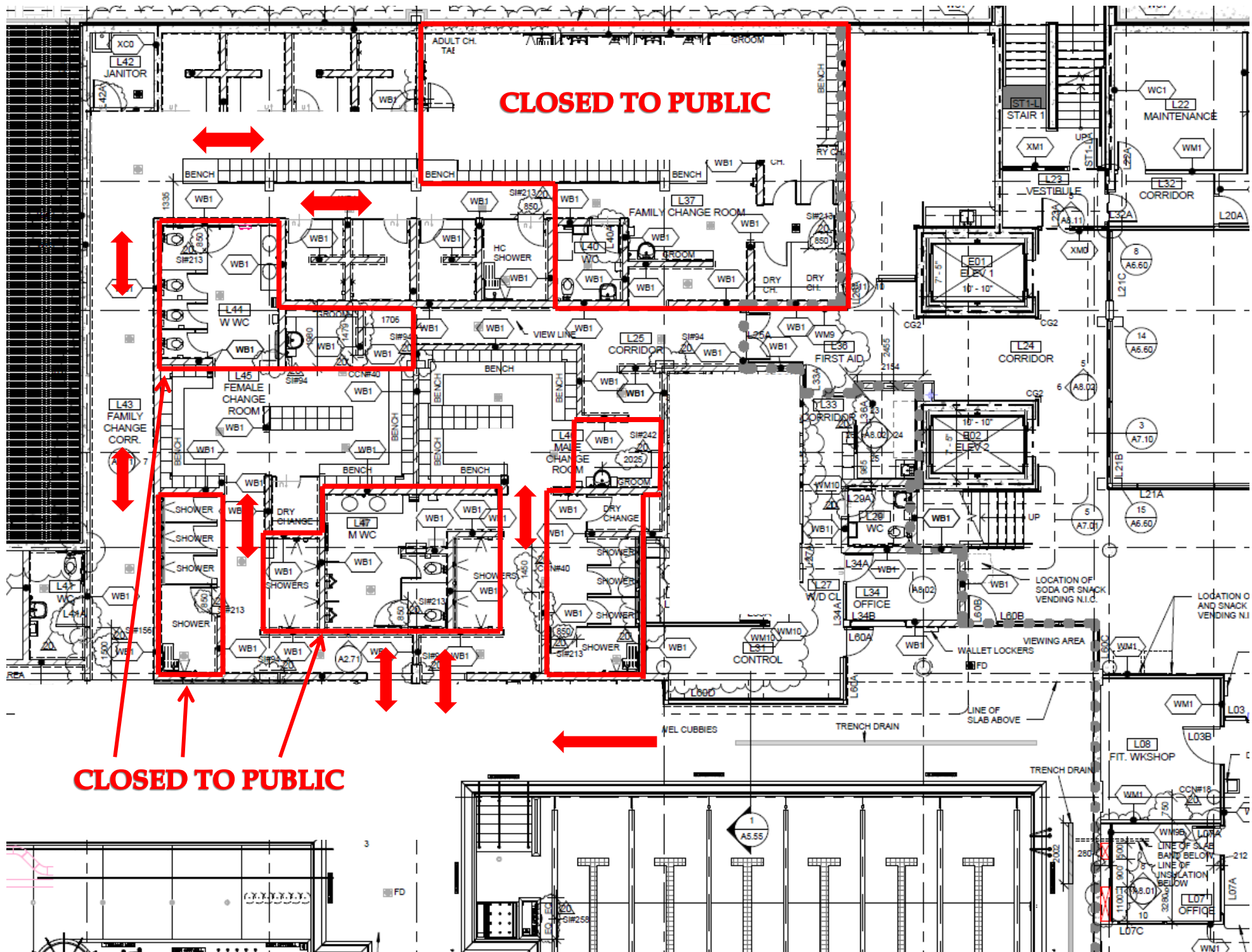


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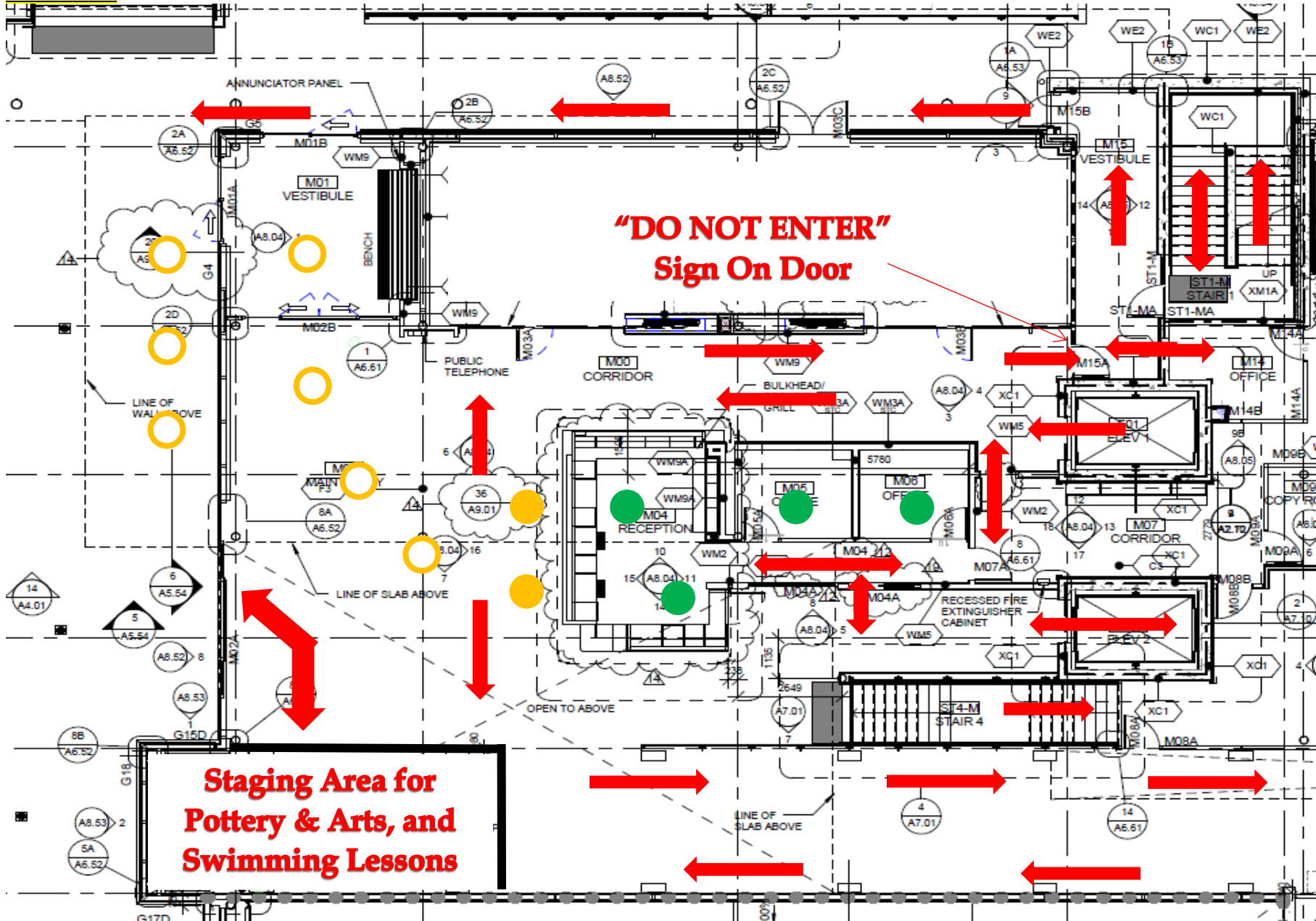
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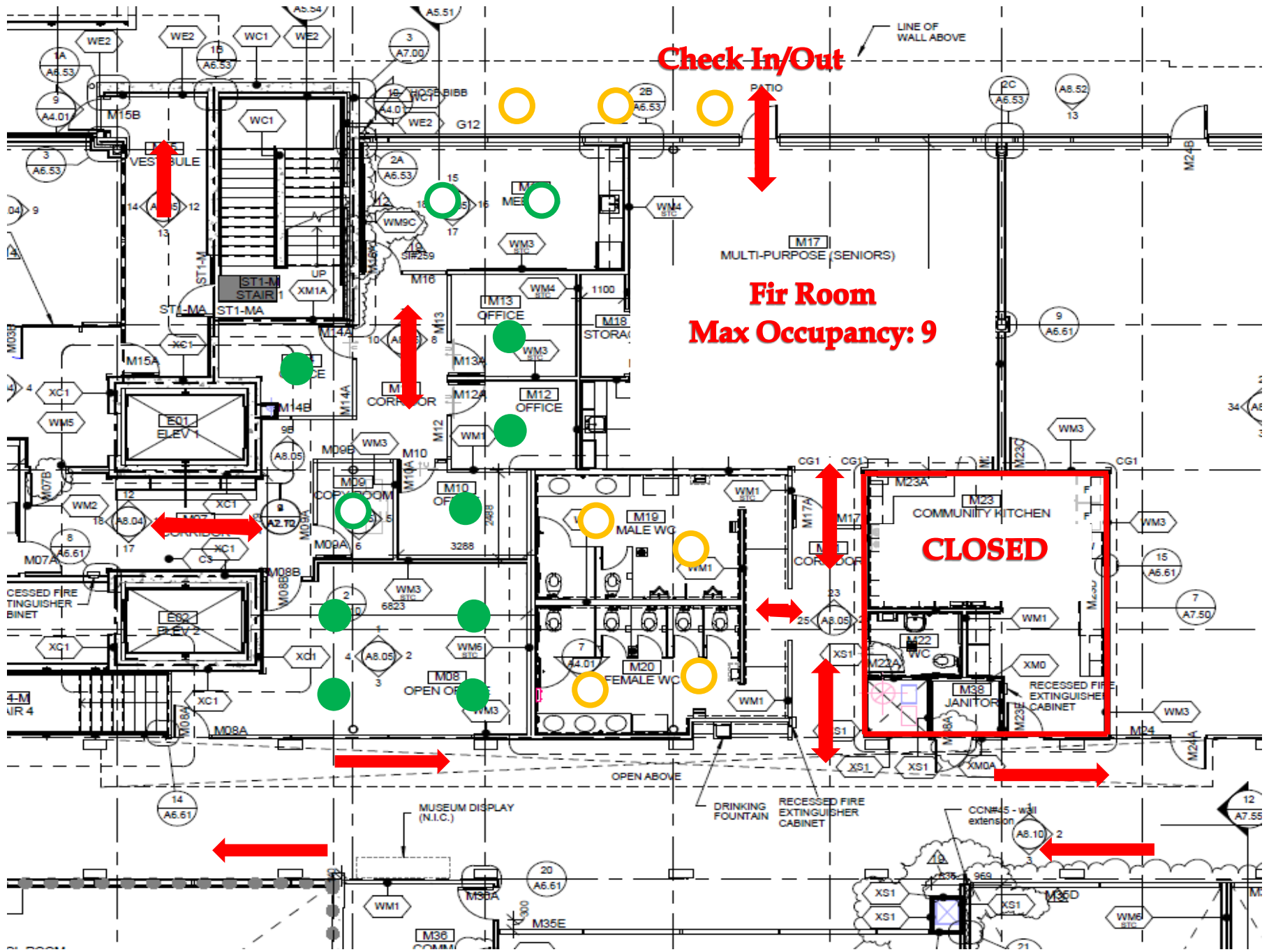
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Main Level



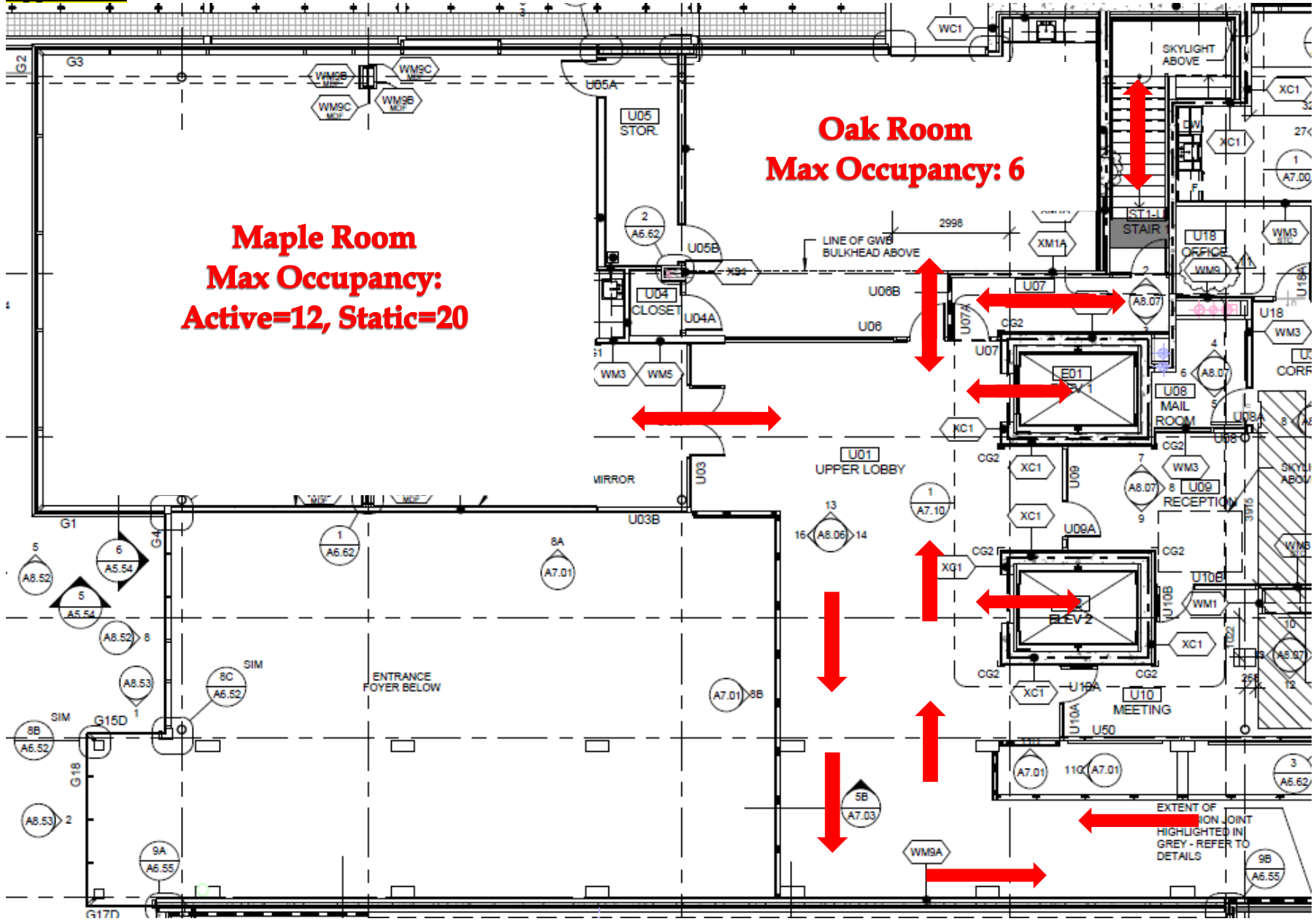
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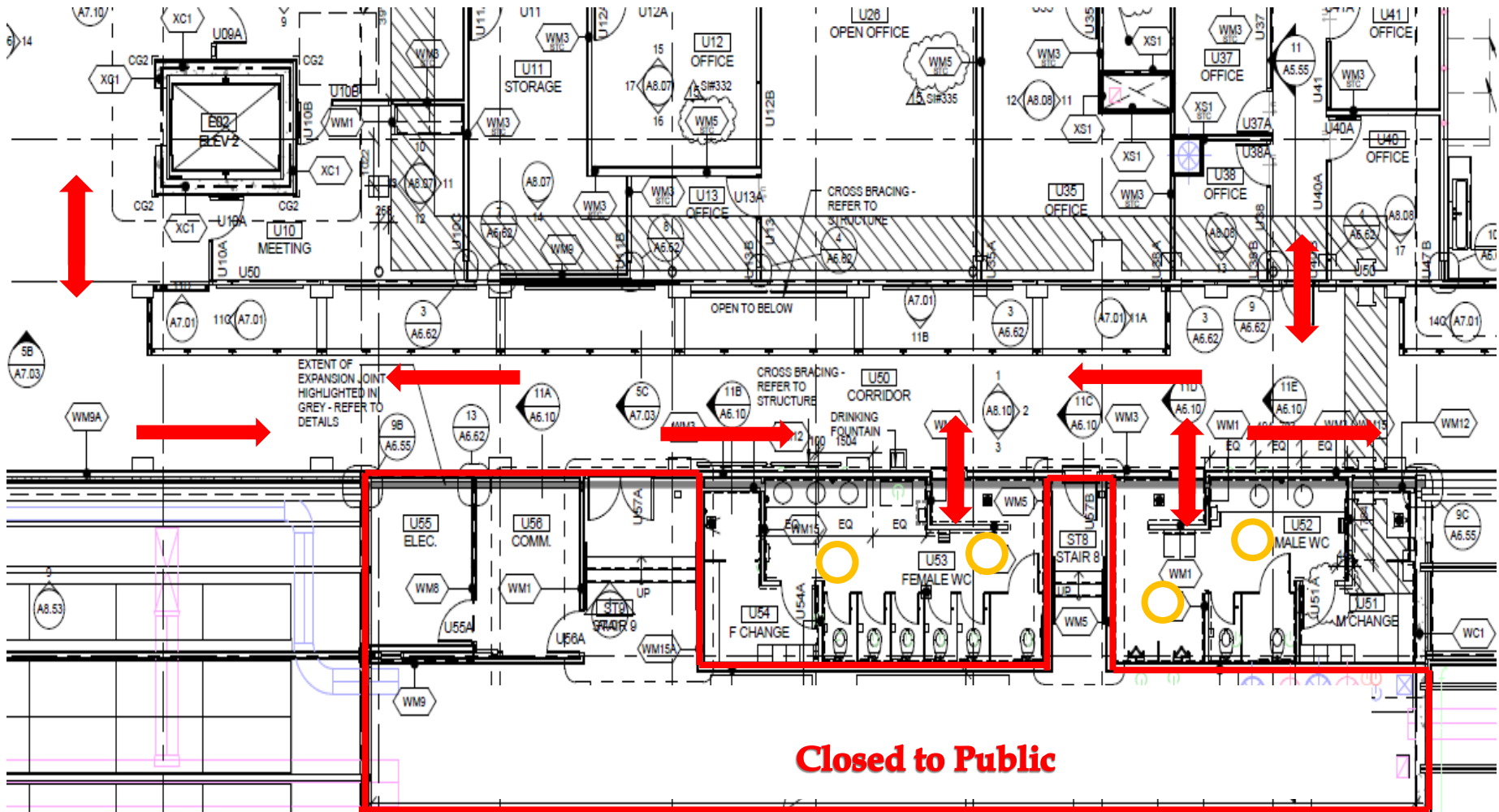


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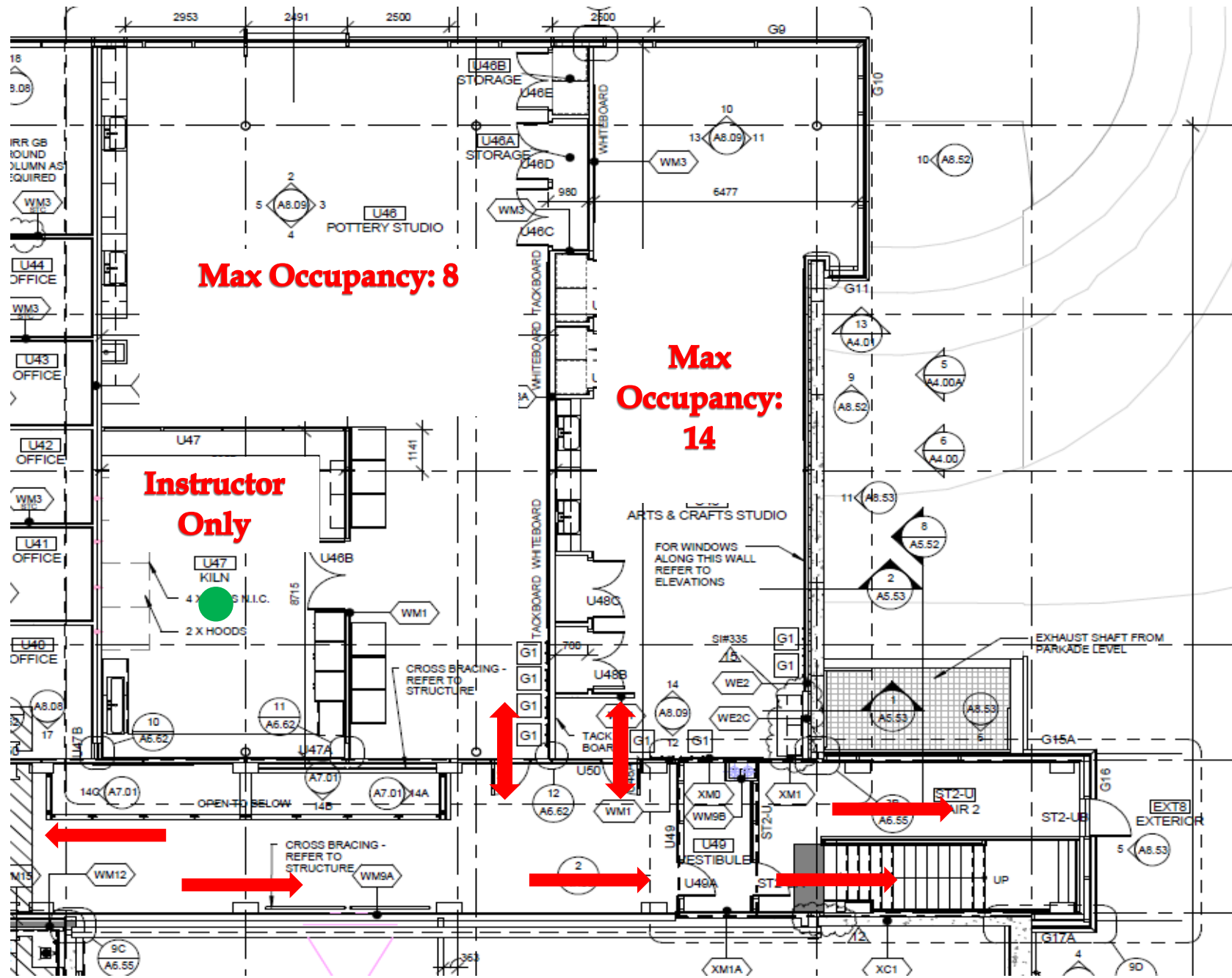
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Upper Level



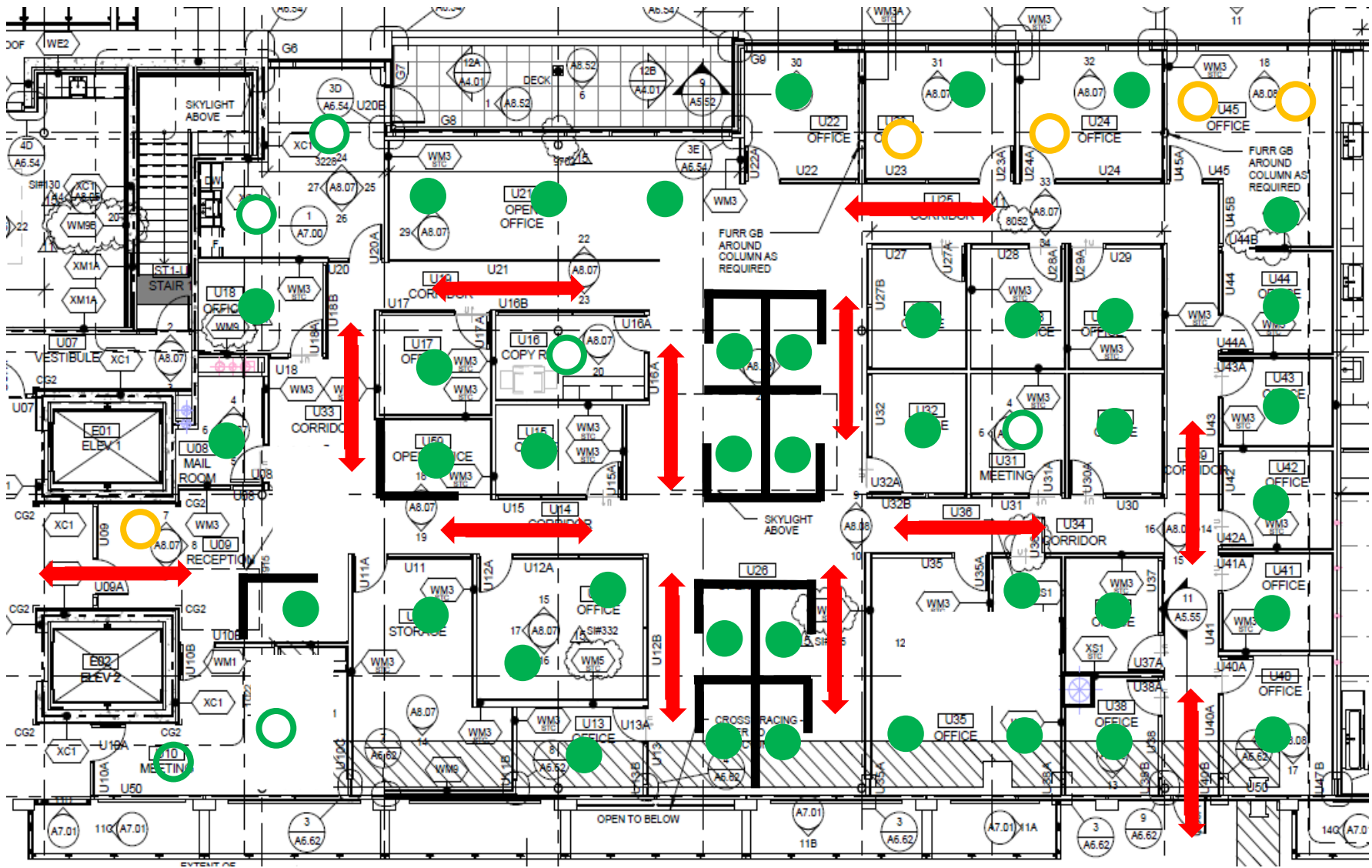


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