



## **NVRC's Response Plan for Managing a COVID-19 Case in a Recreation Facility or Programs**

NOTE: In the event a participant or staff members becomes sick, all staff need to maintain NVRC's privacy policy and procedures and not share private information nor discuss the individual or case with other staff other than their supervisor and/or First Aid Attendant.

### **What to do if someone becomes sick during a NVRC program or while using the facility.**

#### **If an adult becomes sick:**

1. Contact your supervisor immediately.
2. Supervisor will need to designate a place of refuge for a participant to isolate, with good ventilation, until someone can collect them if they are unable to return home on their own.
3. Ensure the sick individual does not expose others, and does not leave the place of refuge until instructed to do so.
4. Participant will leave the program/activity immediately, if they can do so on their own.
5. First Aid Attendant will don appropriate Personal Protective Equipment (PPE) if they cannot maintain 2 metre distance to treat participant.
6. First Aid Attendant may provide participant with their individual pre-packaged mask and gloves (provided in the first aid kits).
7. Have the sick person call 8-1-1 or their physician to get advice; if they are too unwell to call for advice the supervisor should call 911
8. Complete accident/first aid report (Pink form 103A) and submit to supervisor.
9. Supervisor will notify Coordinator and Human Resources.
10. Any equipment/personal belongings need to be secured and NVRC equipment sanitized as per cleaning and disinfecting guidelines.
11. Review with staff hand-washing procedures, sanitizing options, cleaning protocols and the privacy policy.

#### **If a child becomes sick:**

1. Contact your supervisor immediately.
2. Supervisor will need to designate a space place of refuge for a participant to isolate, with good ventilation, until someone can collect them.
3. Ensure the sick individual does not expose others, and does not leave the place of refuge until instructed to do so.

4. First Aid Attendant will don appropriate Personal Protective Equipment (PPE) if they cannot maintain 2 metre distance to treat participant.
5. If child does not have a guardian or adult on-site, child will be provided tissues to use in place of a mask.
6. Call guardian for immediate pick up.
7. Call 8-1-1 to get advice; if they are very ill, the supervisor should call 911
8. Any equipment/ personal belongings need to be secured and NVRC equipment sanitized as per cleaning and disinfecting guidelines.
9. Complete accident/first aid report (Pink form 103A) and submit to supervisor.
10. Supervisor will notify Coordinator and Human Resources.
11. Review with staff hand-washing procedures, sanitizing options, cleaning protocols and the privacy policy.

### **If an NVRC employee becomes sick**

If an employee is feeling sick or concerned they may have been exposed to COVID-19, they should call 8-1-1. The health professionals will provide the staff person with guidance as to whether they need to get tested for the virus and/or self-isolate. If staff will miss any work, they need to inform their supervisor as they would for any sick time.

### **Protocols for Supervisor**

1. Report any exposures or suspected or confirmed case(s) among patrons or employees to the Coordinator and Human Resources.
2. Enhance cleaning and infection control measures to reduce risk of transmission in the facility.

### **Protocols for Coordinator, Manager and HR**

1. If a COVID-19 case or exposure has been identified in association with NVRC, the Provincial Health Services Authority (PHSA) or Vancouver Coastal Health will direct you in any required actions based on the risk involved in the specific situation. Read Vancouver Coastal Health's [Workplace Response to Employee Sickness or Positive COVID-19 Diagnosis](#).
2. NVRC should not take any action on its own.
3. COVID-19 cases are reported directly to PHSA by laboratories that perform the testing, so reporting to PHSA by NVRC is not required.
4. If a significant risk is identified, Public Health (on behalf of the Medical Health Officer) will follow up with affected individuals directly if they are potentially impacted and will advise them on next steps. Public Health will only contact NVRC if all affected persons cannot be reached.
5. If an individual is contacted and informed that they were involved in a workplace exposure, they will be directed to self-monitor for up to 14 days or to self-isolate.
6. If the confirmed case is an employee, Coordinator and Manager will collaborate with HR on key messages for affected supervisor and staff, as required.
7. Manager and HR questions may be directed to Dr. Mark Lysyshyn, VCH Medical Health Officer at (604)983-6701 or an after-hour MHO at (604)675-3900.