



Activity Group

COVID-19 SAFETY PLAN TEMPLATE

The OLC has adapted this template made by The [BC Recreation and Parks Association](#) and [WorkSafeBC](#) to assist groups renting our facilities in the creation of a COVID-19 Safety Plan. The template is applicable to OLC user groups whose activities are not sport based.

By order of the Provincial Health Office (PHO), all organizations must develop a COVID-19 Safety Plan for their operations. This includes any organized groups using our Centre.

This tool can be used to guide you through the planning process. There is no standard document for your COVID-19 Safety Plan – you may use this document, or another document that meets your needs, to develop your plan.

Your plan will not be approved by the OLC, but will be reviewed and will form an essential component of your rental agreement/contract.

The BCRPA Guidelines for Restarting Recreation provides a checklist outlining considerations for user groups:

KEY CONSIDERATIONS	USER GROUPS TO CONSIDER
Physical Distancing of at least 2 metres	Procedures outlining how participants will maintain minimum distance; establish minimum distance based on type activity; may include a site plan. Procedures outlining how spectators will maintain physical distancing. Procedures for access and egress from facility including parking lots.
Frequent Hand Hygiene	Procedures to promote hand hygiene, including advising users to wash hands before arrival and after play, to provide personal hand sanitizer.
Cleaning and Disinfection	Users will sanitize their own equipment and do so with their own cleaning supplies.
Gatherings (group size determined by physical distancing requirement)	Confirmation of adherence to facility use area(s) maximum participant count for space being used.
Participants Who Are Ill	Process for advising participants in advance 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.
Communication Plan	Evidence of communications to employees, volunteers, and participants to reinforce 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.
Emergency Procedures	Updated procedures for first aid, medical assistance, PPE supplies, and protocol response to cases or outbreaks.

Step 1: Review the OLC COVID-19 Safety Plan

- We have received and reviewed the OLC COVID-19 Safety Plan specific to the facility/space we are requesting to use, and aligned our COVID-19 Safety Plan with the OLC Plan.

Step 2: Assess the risks at your activity

Identify areas where there may be risks, either through close physical proximity or through contaminated surfaces. The closer together individuals are and the longer they are close to each other, the greater the risk.

- We have identified areas where people gather.
- We have identified situations and processes where individuals are close to one another or members of the public.
- We have identified the equipment and /or objects that may be shared by

individuals.

- We have identified surfaces that people touch often.

Step 3: Implement protocols to reduce the risks

Select and implement protocols to minimize the risks of transmission. Look to the following for information, input, and guidance:

- BCRPA recreation sector [Guidelines](#)
- OLC facility guidelines
- Orders, guidance, and notices issued by the Provincial Health Officer (PHO)

Ensure you have a risk reduction plan that includes the following levels of protection cited by the BC Provincial Government:

First level protection (elimination): Limit the number of people and ensure physical distance whenever possible

- We have established maximum participant numbers for our program that meets facility requirements and does not exceed the PHO mass gathering limit of 50.
- We have implemented measures to keep participants and others at least 2 metres apart for non- active and transitory activities and 5 metres apart for active activities, wherever possible.
- We have communicated to our participants the occupancy limits for common areas we are using such as meeting rooms, change rooms, washrooms.

Measures in place

List your control measures for maintaining physical distance in your activity environment.

Second level protection (engineering): Barriers and partitions

- We have considered and are prepared to bring barriers to separate activity participants where they can't keep physically distant.
- We have discussed with the OLC facility management the engineering barriers that have been installed.

Measures in place

Describe how barriers or partitions will be used in your environment (if appropriate).

Third level protection (administrative): Rules and guidelines

- We have identified rules and guidelines for how participants, volunteers, spectators (as applicable) should conduct themselves in order to reduce transmission of COVID-19.
- We have clearly communicated these rules and guidelines through a combination of digital messaging and signage.

Measures in place

List the rules and guidelines that everyone is required to follow in order to remain two/five metres apart (as applicable based on activity). This should include movement from the parking lot or arrival area to the rented area and back. The rules must include things like how the 2 metre distance between participants will be maintained, how the capacity limit will be ensured, how congested areas will be managed to reduce gathering and lingering, hand hygiene protocols (come with clean hands, bring and frequently use personal hand sanitizers), no sharing of equipment and/or objects, and cleaning them after use.

Fourth level protection: Using masks (optional measure in addition to other control measures)

- We have reviewed the information on selecting and using masks and instructions on how to use a mask.
- We understand the limitations of masks to protect the wearer from respiratory droplets. We understand that masks should only be considered when other control measures cannot be implemented.

Measures in place

Who will use masks?

What instances will require the use of masks?

How have participants been informed of the correct use of masks?

Reduce the risk of surface transmission through effective cleaning and hygiene practices

- We have reviewed the information on cleaning and disinfecting surfaces.
- Handwashing locations are visible and easily accessed.
- We have communicated good hand hygiene practices to participants, volunteers, etc.

Cleaning protocols

Provide information about your cleaning plan. Specify who is responsible for cleaning, and what the cleaning protocols will include (e.g., which surfaces, equipment, objects, etc).

Step 4: Develop policies

Develop the necessary policies to manage your activity.

Our policies ensure that participants and others showing symptoms of COVID-19 are prohibited from participating in activities.

- Anyone who has had symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
- Anyone directed by Public Health to self-isolate.
- Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms.

Our policy addresses individuals who may start to feel ill while participating. It includes the following:

- Instruct the participant to go straight home. [Consult the [BC COVID-19 Self-Assessment Tool](#), or call 811 for further guidance related to testing and self-isolation.]
- Sick individuals should report to first aid (or designated individual), even with mild symptoms.
- Sick participants should be asked to wash or sanitize their hands, provided with a mask, and isolated.
- If the participant becomes severely ill (e.g., difficulty breathing, chest pain), call 911. Clean and disinfect any surfaces that the ill worker has come into contact with.

Step 5: Develop communication plans

You must ensure that everyone participating in the activity knows how to keep themselves safe while participating:

- We have created and communicated to participants and support volunteers our safe activity plan that adheres to physical distancing, and have confirmed that they agree to participate in our activity as outlined.
- We have communicated that participants not observing the new safe activity plan will not be permitted to participate.
- We have a communication and training plan to ensure everyone is trained in

policies and procedures.

- All participants have received the policies for staying home when sick.

Step 6: Monitor and update your plans as necessary

Things may change as your activity gets underway. If you identify a new area of concern, or if it seems like something isn't working, take steps to update your policies and procedures.

- We have a plan in place to monitor risks.
- We make changes to our policies and procedures as necessary. Individuals know who to go to with health and safety concerns.
- When resolving safety issues, we will involve designated health and safety representatives.

Step 7: Assess and address risks from resuming operations

If your activity has not been operating for a period of time during the COVID-19 pandemic, you may need to manage risks arising from restarting your program.

- We have an education or training plan for new participants and volunteers, or those with new roles.
- We have identified a safe process for cleaning and removing things that have been out of use.

Step 8: Provide Your Host With Your COVID-19 Safety Plan

- We understand that before we will be permitted to participate in our activity at the OLC, a safety plan must be submitted to the OLC.
- We understand that failure to adhere to the safety plan could result in the removal of access to OLC spaces.

Be advised that personal information must not be included in the COVID-19 Safety Plan