
COVID 19 RISK MITIGATION PLAN (SAFETY PLAN) AQUATIC CENTRE

BACKGROUND AND SCOPE

“As the challenges caused by the COVID-19 outbreak continue to shift, the City of Revelstoke (‘The City’) is taking measures to protect employees who have returned to work; and to reduce the spread of COVID-19 in the workplace.”¹

WorkSafeBC requires that every employer have a COVID-19 safety plan that assesses the risk of exposure in the workplace and implements measures to keep their workers safe. This plan must be posted at the worksite and on the website if applicable.²

This document serves as the COVID-19 Safety Plan for the Revelstoke Aquatic Centre, including the publicly accessible pool, changing areas, first aid room, pool mechanical areas and supervisor’s office. A separate COVID-19 Safety Plan has been created for the Community Centre lobby and reception area.

The following plan is provided to assist in minimizing the risk of exposure to the virus that causes COVID19. This plan will be re-evaluated during operation on an on-going basis. Adjustments to the plan will be made as required and if the measures identified in the plan cannot be reasonably achieved, the Aquatic Centre will be closed.

PART 1: RISKS IN THE WORKPLACE

We have involved frontline workers, supervisors, and the Joint Health & Safety Committee in assessing the risks in the workplace.

- ✓ We have identified areas where people gather, such as break rooms, offices and meeting rooms.
- ✓ We have identified job tasks and processes where workers are close to one another or members of the public. This can occur in your workplace, in worker vehicles, or at other work locations.
- ✓ We have identified the office equipment, furniture, tools and manuals that workers share while working.
- ✓ We have identified surfaces that people touch often.

AREAS WHERE PEOPLE GATHER:

- ⇒ Pool deck
- ⇒ Hallways

¹ City of Revelstoke, “P-22: Guidelines for providing a safe workplace during COVID-19 Pandemic,” April 9, 2020

² WorkSafeBC, “WorkSafeBC’s COVID-19 Safety Plan,” *COVID-19 information and resources*, accessed July 6, 2020, <https://www.worksafebc.com/en/about-us/covid-19-updates>

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- ⇒ Lifeguard Office
 - ⇒ Entrance ways
 - ⇒ Changerooms
 - ⇒ Mechanical rooms

JOB TASKS AND PROCESSES WHERE WORKERS ARE CLOSE TO ONE ANOTHER OR MEMBERS OF THE PUBLIC:

Aquatic staff: Lifeguarding, cleaning and maintenance, staff training, first aid and emergency procedures, patron management, program instruction.

TOOLS & EQUIPMENT THAT WORKERS SHARE WHILE WORKING:

Water test equipment, deck equipment, first aid supplies, emergency equipment, lifeguard computer workstation, rescue tubes, program supplies, facility binders, manuals, files, master keys, audio equipment, cleaning supplies, control pad for facility lights, two-way radios.

SURFACES THAT PEOPLE TOUCH OFTEN:

Desks, countertops, chairs, tables, handicap buttons, door handles, light switches, kitchen appliances (coffee pot, toaster), fridge handle, sink taps, benches, sink taps, bathroom fixtures, office equipment (phones, staplers, pens) files and filing cabinet, lost and found items, towels, equipment in gym facility, garbage cans and recycling bins.

PART 2: PROTOCOLS TO REDUCE THE RISKS

The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, and from touching a contaminated surface before touching the face. Higher risk situations require adequate protocols to address the risk.

- ⇒ The risk of person-to-person transmission is increased the closer you come to other people, the amount of time you spend near them, and the number of people you come near. Physical distancing measures help mitigate this risk.
- ⇒ The risk of surface transmission is increased when many people contact same surface, and when those contacts happen in short intervals of time. Effective cleaning and hygiene practices help mitigate this risk.

With this in mind, we have chosen to use the protocols that offer the highest level of protection for the workplace using the following framework (1.0) levels of protection.

1.0 FRAMEWORK FOR PROTECTION PROTOCOLS

REDUCE THE RISK OF PERSON-TO-PERSON TRANSMISSION

To reduce the risk of the virus spreading through droplets in the air, we have implemented protocols to protect against identified risks. Different protocols offer different levels of protection. Wherever possible, we use the protocol that offers the highest level of protection. We consider controls from additional levels if the first level isn't practicable or does not completely control the risk. It is likely needed to incorporate controls from various levels to address all the risk at the workplace.

WORKPLACE PROTOCOLS FOR AQUATIC CENTRE OPERATIONS

POOL BASIN AND CHANGING AREAS:

ELIMINATION

- ⇒ Proof of vaccination is required for all public swims.
- ⇒ Touchless taps have been installed at all publicly accessible sinks.
- ⇒ Soap dispensers have been installed at all sinks and showers.

ENGINEERING CONTROLS

- ⇒ Signage has been installed directing staff and patrons not to enter the facility if they have symptoms of any illness consistent with COVID-19.

ADMINISTRATIVE CONTROLS

- ⇒ Staff and patrons who are exhibiting respiratory symptoms consistent with COVID-19 for reasons other than known medical conditions (ie. seasonal allergies, asthma, etc.) will not be permitted to enter the facility.
 - Staff and patrons who enter the facility and then display symptoms will be asked to put on a mask and physically distance until they are able to safely leave the facility.
 - 911 will be called for staff or patrons in respiratory distress.
- ⇒ High touch areas (handrails, water fountain, grab bars, sinks, soap and paper towel dispensers, door handles) will be disinfected at least twice per day while open and at the start and finish of each operational day.
- ⇒ Lockers and changeroom floors will be disinfected once per day while open and at the end of each operational day.

PPE

- ⇒ All staff and guests are expected to wear non-surgical masks while in the facility, except while in the water.

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- ⇒ Staff and patrons who display flu-like symptoms will be provided with a surgical mask until they are able to leave the facility.

STAFF AREAS

ELIMINATION

- ⇒ Any staff member who has respiratory symptoms consistent with COVID-19, other than for reasons of known medical conditions, is not permitted to work.
 - Any staff member who has a flu-like illness and reports to work will be provided with a face mask and asked to physically distance until they are able to return home.
- ⇒ The number of staff per shift will be reduced to the minimum number required to safely and effectively operate the facility
- ⇒ Non-essential in person meetings between staff and public are not permitted.

ENGINEERING CONTROLS

ADMINISTRATIVE CONTROLS

- ⇒ Rescue equipment (fanny pack, rescue tube) are assigned to each lifeguard for the duration of the shift
 - Any assigned rescue equipment that is in not in a sealed package is to be sanitized at the start of the shift.
- ⇒ Shared equipment (computer, water test station) are to be disinfected before and after each use.
- ⇒ Staff meetings will be held outside, in the Community Centre meeting rooms, or on the pool deck. There will be no large gatherings of staff in the First Aid Room, reception area, or offices.

PPE

- ⇒ Appropriate PPE will be provided to all staff members.
- ⇒ Staff are expected to wear masks in all common areas.
- ⇒ PPE assigned to an individual staff member is not to be shared.
- ⇒ When PPE must be shared, it is to be disinfected before and after use.

STAFF TRAINING

ENGINEERING CONTROLS

- ⇒ Non-contact training and evaluation options will be used where possible according to the *Skills Adaptation Evaluation Chart During COVID-19*³

³ Lifesaving Society BC & Yukon, *Skills Adaptation Evaluation Chart During COVID-19* (accessed 6 July 2020), <https://lifesavingsocietybcyk.thinkific.com/courses/take/covid-19-instructor-update/pdfs/14085248-skills-adaptation-evaluation-chart-during-covid-19-portrait>

⇒ Any training conducted in groups will be conducted with appropriate physical distancing.

ADMINISTRATIVE CONTROLS

⇒ Upon returning to work, all employees will be trained in the COVID-19 Safety Plan, the Pool Safety Plan COVID-19 updates, the COVID-19 Decision Tree for First Aid and Resuscitation,⁴ and Appendices D and E in the *Guidelines for Reopening BC & Yukon Pools and Waterfronts*⁵

PPE

- ⇒ Training will be conducted with 2m physical distancing between participants.
- ⇒ Masks will be worn at all times while training, except when in the water or while performing skills that cannot be demonstrated with a mask. (ie. CPR ventilations on a training manikin)
 - Where a skill cannot be demonstrated using a mask, physical distancing will be maintained and all tools and equipment used will be disinfected before being used by any other participant.

CLEANING AND HYGIENE PRACTICES

ELIMINATION

⇒ Where possible, equipment sharing between staff has been eliminated

ENGINEERING CONTROLS

- ⇒ Posters reminding staff and patrons to practice good hygiene have been posted throughout the facility
- ⇒ Staff are provided with appropriate supplies, training, and personal protective equipment to safely and properly disinfect changerooms and high touch surfaces.
- ⇒ Handwashing facilities, hand sanitizer stations, and cleaning wipes are available throughout the facility.

ADMINISTRATIVE CONTROLS

- ⇒ High touch points are disinfected every twice / day.
- ⇒ End-of-day cleaning of the changerooms is completed by contracted janitorial staff daily.
- ⇒ Changerooms are disinfected twice per day.
- ⇒ In the event that sharing of equipment or workstations between staff is required, equipment and workstations will be disinfected before and after each use.
- ⇒ Good hygiene practices have been communicated to staff.
- ⇒ Staff members will wipe down any surfaces touched in the break room/ kitchen, first aid room/ lifeguard office, and water test station after use.

⁴ Lifesaving Society, "COVID-19 Decision Tree," *Guidelines*: 45

⁵ Lifesaving Society, *Guidelines*: 42-46

⇒ Staff members have been asked to practice frequent handwashing.

PPE

- ⇒ Facemasks and gloves and will be available for staff to use.
- ⇒ Staff have been instructed in the proper use of facemasks and gloves.
- ⇒ Staff have been instructed in the limitations of facemasks and gloves.

PROGRAMS

ELIMINATION

- Public swim equipment is sanitized after public swims
- ⇒ For Leadership courses, where skills cannot be demonstrated on a training manikin and a live victim is required, candidates will be expected to bring in a household member to be the victim while the identified skills are being evaluated.

ADMINISTRATIVE CONTROLS

- ⇒ Swim lesson equipment will be disinfected prior to reuse.⁶
- ⇒ Leadership course equipment will be shared and disinfected as needed.⁷
- ⇒ Staff have been instructed to update anyone about the use of the facility of our protocols for reducing the risk of COVID-19 transmission.
- ⇒ Organizations booking space for non-City programs must submit a safety plan to the Department and may be subject to additional restrictions at the City's discretion.

PPE

- ⇒ Masks or face coverings will be worn while dry.
- Masks or face coverings will not be worn in the water.⁸
 - Instructors will wear face shields while teaching in the water.

EMERGENCY RESPONSE PROCEDURES

ELIMINATION

- ⇒ In-water ventilations will not be performed.⁹
- ⇒ Manual suction will not be performed.¹⁰

⁶ Red Cross, "Instructional," *COVID-19 Protocols*: 5.

⁷ Lifesaving Society, Skills Adaptation Evaluation Chart

⁸ Lifesaving Society, "Appendix D. First Aid and Resuscitation Guidelines for COVID-19," *Guidelines for Reopening BC & Yukon Pools and Waterfronts* revised June 15, 2020: 43,

https://www.lifesaving.bc.ca/Areas/Admin/Content/images/DashboardFilePdfUpload/DashboardFilePdf/DashboardFilePdf/9143299_Guidelines_for_Reopening_BC's_Pools_and_Waterfronts_-_Updated_June_17,_2020.pdf

⁹ Lifesaving Society, "COVID-19: Resuscitation & First Aid Recommendations," *Guideline*: 29.

¹⁰ Lifesaving Society, "Appendix D," *Guideline*: 43.

ENGINEERING CONTROLS

- ⇒ When ventilations are necessary, a bag-valve mask (BVM) with a continuous seal and viral filter will be used.¹¹
 - Until all staff are wearing required PPE and a staff member or other responder is available to operate the BVM with a continuous seal without compromising compressions or AED deployment, compression-only CPR with the victim's face covered will be used.

ADMINISTRATIVE CONTROLS

- ⇒ Where victim care will not be compromised, no-contact rescue techniques will be used.¹²

PPE

- ⇒ PPE for rescues will be selected in accordance with “Appendix E. Lifeguard Personal Protective Equipment.”¹³

PART 3: DEPARTMENT POLICIES

The following policies have been developed to manage the workplace:

- ⇒ Guidelines for providing a safe workplace during the COVID19 Pandemic.
- ⇒ COVID19 Return to Work Guide for Employees.
- ⇒ Working Alone Policy
- ⇒ Telecommuting Policy
- ⇒ Violence in the Workplace Policy.
- ⇒ Visitors have been limited in the workplace.
- ⇒ First aid attendants have been provided OFAA protocols for use during the COVID-19 pandemic.
- ⇒ **Vaccination Policy:**
While vaccination is not mandatory for City employees. Employees are encouraged to get vaccinated and will be supported in their efforts to receive the vaccination during work hours.

These workplace policies are to ensure workers and others showing symptoms of COVID-19 are prohibited from the workplace.

¹¹ Lifesaving Society, “COVID-19 Decision Tree for First Aid & Resuscitation,” *Guideline*: 45.

¹² Lifesaving Society, “COVID-19 Decision Tree” *Guideline*: 45.

¹³ Lifesaving Society, “Appendix E. Lifeguard Personal Protective Equipment,” *Guideline*: 46.

Specifically,

- ⇒ Anyone who has had symptoms of COVID-19 in the last 5 days. Symptoms Of COVID include new or worsening fever or chills, cough, loss of sense of smell or taste, difficulty breathing, sore throat, loss of appetite, runny nose, sneezing, extreme fatigue or tiredness, headache, body aches, nausea or vomiting and diarrhea.
- ⇒ Anyone directed by public health to self-isolate.
- ⇒ If you are not fully vaccinated and did not have COVID-19 in the last 90 days, you are required to self-isolate for 10 days from the day you last had contact with the person who has COVID-19, even if you do not have any symptoms.

If you are a close contact of someone who tested positive for COVID19, and you are fully vaccinated or had COVID-19 in the last 90 days, you are not required to self-isolate, and you can continue to participate in routine activities, such as work.

Illness Protocols for Staff

1. Supervisors to be trained on monitoring workers and the workplace to ensure policies and procedures are being followed.
2. If an employee is identified as having symptoms, the following procedure should be followed:

If an employee is at home when they identify as having symptoms, they must:

1. Inform their supervisor immediately.
2. Remain at home.
3. Contact their family physician, primary care provider or Health Link BC at 8-1-1.

If the employee is at work when they identify as having symptoms, they must:

1. Inform their supervisor immediately.
2. Immediately put on a mask, maintain physical distancing from others and return home.
3. Contact their physician, primary care provider or Health Link BC at 8-1-1.

- ⇒ If the symptoms are severe such as shortness of breath (i.e. struggling to breathe or speak in single words) or chest pain, call 9-1-1 or go to the nearest Emergency Department.
- ⇒ Any surface that the ill worker has come into contact with will be cleaned and disinfected immediately.

PART 4: COMMUNICATION PLANS AND TRAINING

The Department has implemented measures to ensure that everyone entering the workplace, including workers from other employers, (contractors etc.) knows how to keep themselves safe while at our workplace.

- ⇒ We have a training plan to ensure everyone is trained in workplace policies and procedures.
- ⇒ All workers have received a copy of workplace policies and have gone through in detail the policies for staying home when sick.
- ⇒ Signage has been posted in the workplace, including occupancy limits and effective hygiene practices.
- ⇒ Signage has been posted at all facility entrance points indicating who is restricted from entering the premises, including [visitors](#) and [workers](#) with symptoms.
- ⇒ Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.
- ⇒ This safety plan will be posted on site and on the City's website.

PART 5: MONITOR

This plan will be reviewed on an on-going basis and is subject to change. As the situation with COVID19 evolves, we will continue to assess our business operations and implement any additional protocols that may be required to minimize the risks of transmission.

Current policies and protocols will need to be reviewed on an on-going basis. If a new area of concern is identified or if the new measure in place is not working staff will be instructed to update their supervisor immediately so that we can review the area of concern and take necessary steps to deal with it. To assist with this process, the supervisor will have daily COVID 19 check ins with staff.

When a new area of concern is identified, staff will be involved in finding a solution to address the concern. If further assistance is required in resolving the issue, we will involve a representative of the Joint Health & Safety Committee.

PART 6: ASSESSING AND ADDRESSING RISKS FROM RESUMING OPERATIONS

The facility has been closed for an extended period of time due to the COVID-19 pandemic, and accordingly, we recognize the need to manage risks arising from restarting business.

Therefore, we have:

- ⇒ A training plan for new staff

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- ⇒ A training plan for staff taking on new roles and responsibilities
 - ⇒ A training plan around changes to our business, such as new equipment, processes and products
 - ⇒ Reviewed the start-up requirements for equipment that has been out of use

NOTES:

The following reference were used in creating the Department's safety plan:

1. Worksafe BC- COVID19 Safety Plan
2. BC Municipal Safety Association
3. BCRPA Guideline for Restarting Operations
4. WHO. Getting your workplace ready for COVID19.
5. City of Revelstoke Communicable Disease Control Plan.

APPENDIX A: SITE MAP

HOW TO SAFELY USE A NON-MEDICAL MASK OR FACE COVERING

DO'S



DO wear a non-medical mask or face covering to protect others.



DO ensure the mask is made of at least two layers of tightly woven fabric.



DO inspect the mask for tears or holes.



DO ensure the mask or face covering is clean and dry.



DO wash your hands or use alcohol-based hand sanitizer before and after touching the mask or face covering.



DO use the ear loops or ties to put on and remove the mask.



DO ensure your nose and mouth are fully covered.



DO replace and launder your mask whenever it becomes damp or dirty.



DO wash your mask with hot, soapy water and let it dry completely before wearing it again.



DO store reusable masks in a clean paper bag until you wear it again.



DO discard masks that cannot be washed in a plastic-lined garbage bin after use.

DON'TS



DON'T reuse masks that are moist, dirty or damaged.



DON'T wear a loose mask.



DON'T touch the mask while wearing it.



DON'T remove the mask to talk to someone.



DON'T hang the mask from your neck or ears.



DON'T share your mask.



DON'T leave your used mask within the reach of others.

DO YOUR PART.

Wear a non-medical mask or face covering to protect others when you can't maintain a 2-metre distance.

NON-MEDICAL MASKS ARE NOT RECOMMENDED FOR:

- People who suffer from an illness or disabilities that make it difficult to put on or take off a mask
- Those who have difficulty breathing
- Children under the age of 2

DON'T JUDGE OTHERS FOR NOT WEARING A MASK.

Kindness is important as some people may not be able to wear a mask or face covering.

REMEMBER, wearing a non-medical mask or face covering alone will not prevent the spread of COVID-19. You must also wash your hands often, practise physical distancing and stay home if you are sick.

