

COVID-19 Safety Plan

Company Details

Business Name: Recreation Excellence

Division/Group: Lethbridge

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Others Consulted: Brad Pack, Sunni Belle, Dominique MacDonald

How will you ensure all employees know how and are able to keep themselves safe from exposure to COVID-19?

(A) Assess the Risks:

- COVID-19 enters the body through the eyes, nose or mouth (not through the skin) when an individual touches their face
 - People should refrain (to the extent possible) from touching their eyes, nose, mouth and face during activities
 - It is important that sports/activities that involve shared equipment (e.g., shared balls or equipment etc.) include regular hand hygiene and cleaning of high-touch surfaces
- The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread if you touch a contaminated surface and then touch your face
- The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near
- The risk of surface transmission when many people contact the same surface and when those contacts happen over short periods of time
- The closer together employees are and the longer they are close to each other, the greater the risk

(B) Actions:

NOTE: All employees will be trained by the upper management following the COVID-19 Orientation Checklist developed by Sunni Belle and Brad Pack.

- Involve employees when assessing the workplace
 - Frontline employees (including CSR's, Lifeguards, & Swim Instructors)
 - Supervisors (including PAL's & AL's)
 - Management (including GM, FM's & Maintenance Personnel)

- HS committee or the Safety Coordinator
- Identify areas where there may be risks, either through close physical proximity or through contaminated surfaces:
 - Employees Areas (Employees Change Rooms, Kitchen, Lifeguard Office, Programmer Office, First Aid Room, Classroom)
 - Public Areas (Public Change Rooms, Hallways, Public Bathrooms, Public Showers, Pool Deck including commonly touched surfaces such as the handrails, the diving board, the swing ball, the storage bins and shelving units, Pool Entrance and Exit Points)

(C) Identify Job Tasks and Processes where employees are close to one another or members of the public:

- Instructing Swimming Lessons for persons under 18 years of age – Swimming Instructors
 - 3m distancing in place for all instructors (unless instructing is hindered by distancing).
- Instructing low intensity Aqua fitness Programs – Trained Aquafit Instructors
 - 3 m distancing in place for all instructors and participants.
- Lifeguard Training
 - 3m distancing in place for all lifeguards and supervisor, groups of 9 lifeguards or less, use of mannequins for victim simulation and skills evaluation.
- Disinfecting Commonly Touched Areas – Lifeguards, CSR’s, Permanent Aquatic Leaders, Aquatic Leaders, Facility Managers, Maintenance Personnel, Assistant General Manager, & the General Manager.
- COVID-19 Monitor – Designated employees – SFA trained & Trained Lifeguard

(D) Employees Shared tools, machinery, and equipment:

- Floor machine
- Spray bottles with disinfect
- Brooms
- Mops
- Paper towel rolls
- Lifeguard rescue tubes
- Swimming Lesson Equipment (flutter boards, diving rings, lifejackets, tot docks)
- Clip boards
- Mechanical gloves (with disposable gloves on first)
- Rubber boots (use plastic bags to cover feet before putting on rubber boots)

- Garden hose
- Spray nozzles
- Chemical sprayers
- AquaJog instructing mats

(E) Commonly Touched Surfaces (by employees and Public):

- Doorknobs (Everyone)
- Panic bar doors (Everyone)
- Pool ladders and railings (Everyone)
- Bathroom stalls, toilets, sinks, and showers (Everyone)
- Moneris machine (Everyone)
- Pool deck (Everyone)
- Entrance and Exit Points of Facility (Everyone)
- Light switches (employees only)
- Alarm panel (employees only)
- Hallways (Everyone)

How will you screen for COVID-19?

(A) Employee Screening Process:

- Employee must screen for symptoms before coming in to work.
 - Core Symptoms Include (as listed on the Government of Alberta website):
 - Cough
 - Fever
 - Shortness of breath
 - Runny nose (18+)
 - Sore throat (18+)
 - Loss of taste or smell
 - Chills (18+)
 - Headache (18+)
 - Muscle or joint aches (18+)
 - Feeling unwell or fatigue (18+)
 - Nausea, vomiting, diarrhea, or unexplained loss of appetite (18+)
 - Pink eye (under 18)
- All employees are trained on what to do when they are sick

- Employees with COVID-19 symptoms are required to contact AHS, self-isolate as directed by AHS, and set up a COVID-19 test
- Employees with COVID-19 symptoms are not permitted inside the facilities and must not return to work until their symptoms have subsided, they have received a negative COVID-19 test result and they have received clearance to return to work from AHS
- Employees with a positive COVID-19 test result, must not return to work until their symptoms have subsided, they have completed the required isolation requirement and they have received clearance to return to work from AHS

(B) Visitor Screening Process:

- Patrons must screen for symptoms and not enter if they have any COVID-19 symptoms (as listed on the Government of Alberta website):
 - i. Core Symptoms Include:
 1. Cough
 2. Fever
 3. Shortness of breath
 4. Runny nose (18+)
 5. Sore throat (18+)
 6. Loss of taste of smell
 7. Chills (18+)
 8. Headache (18+)
 9. Muscle or joint aches (18+)
 10. Feeling unwell or fatigue (18+)
 11. Nausea, vomiting, diarrhea, or unexplained loss of appetite (18+)
 12. Pink eye (under 18)

(C) Actions:

- Different protocols offer different levels of protection. Wherever possible, use the protocol that offers the highest level of protection. Consider controls from additional levels if the first level is not practical or does not completely control the risk. You will likely need to incorporate controls from various levels to address the risk at your workplace.

First Level of Protection – Elimination

2. Stan Siwik Pool

- All patrons and staff must screen for COVID-19 symptoms and not enter if they have any (Symptoms listed above).

3. Nicholas Sheran Pool

- All patrons and staff must screen for COVID-19 symptoms and not enter if they have any (Symptoms listed above).

4. Fritz Sick Pool

- All patrons and staff must screen for COVID-19 symptoms and not enter if they have any (Symptoms listed above).

Second Level of Protection – Engineering Controls

- Barrier devices will be installed at all facilities to ensure physical distancing of 3 metres is maintained at time of payment
- Cleaning protocols have been enhanced to ensure that the newly installed barriers are cleaned frequently
- New daily cleaning checklists have been created
- Participants are encouraged to bring their own equipment

Third Level of Protection – Administrative Controls

- Lifeguards will ensure patrons maintain 3m apart on deck.
- Commonly shared spaces have doors ajar to prevent surfaces from being touched
- Employees are trained on proper COVID-19 cleaning procedures

Fourth Level of Protection – PPE

Masks are optional for all patrons and staff

- Employees are trained on how to use masks properly

How will you control the risk of transmission in your workplace?

(A) Implement effective cleaning and hygiene practices:

- People should refrain (to the extent possible) from touching their eyes, nose, mouth and face during activities
- Shared equipment (e.g., shared balls or equipment etc.) include regular hand hygiene before and after, and cleaning of high-touch surfaces
- Hand sanitizing stations are installed throughout the facilities for employees and public use
- Hand hygiene will occur before and after each activity
- Hand sanitizer containing at least 60% alcohol is placed in convenient locations throughout the facility

- Respiratory etiquette is important to prevent the spread of droplets that may contain the COVID-19 virus. People must refrain from spitting and clearing their nasal passages during activities
- Eliminate celebration gestures or customs during activities (e.g., handshakes, high fives, fist bumps, chest bumps) that bring attendees within 2 metres or promote physical contact
- Water bottles will be labelled with the name of the owner. Water bottles must not be shared
- Employees are trained to wash their hands every time they use the washroom facilities as well as every time, they rotate off the pool deck
- Proper hand washing signage posted at all sinks.
 - Soap and Hand Sanitizer containing at least 60% alcohol in place at all sinks
- Employees are trained to clean all surfaces they touch after use (toilets, sinks, showers, etc.)
- Employees are required to wash their uniforms DAILY
- Employees are not assigned lockers – they will be used for day use only and will be sanitized and disinfected at the end of each use
- Lockers will not be shared
- Employees are trained to not share their personal belongings such as shampoo bottles, condiments, etc.
- Employees are trained to take home their food at the end of their shift, items left behind in the fridge at the end of the night will be thrown out daily.
- Lifeguards are assigned a rescue tube for the duration of their shift and they disinfect the rescue tube at the end of their shift.

(B) Actions:

- Employees have site specific daily cleaning lists at the facilities to follow to ensure that they do not miss any new cleaning procedures.
- Signage is posted to remind employees and patrons about frequent hand washing reminders and proper techniques.
- All employees are trained at each facility with site-specific cleaning procedures and site-specific policies.

Develop Policies

NOTE: Be sure to develop the necessary policies to manage your workplace which include policies stating who can be at the workplace, how to address illness that arises at the workplace, and how employees can be kept safe in adjusted working conditions.

(A) New Policies:

- Employees Screening Process:
 - The AHS website will be monitored daily and changes to the required forms will be made as required based on the AHS posted guidelines and protocols
 - Employees with COVID-19 symptoms must immediately leave the building and contact the onsite manager via telephone
- All employees are trained on what to do when they are sick.
 - Employees with COVID-19 symptoms are required to contact AHS, self-isolate as directed by AHS, and set up a COVID-19 test.
 - Employees with COVID-19 symptoms are not permitted inside the facilities and must not return to work until their symptoms have subsided, they have received a negative COVID-19 test result and they have received clearance to return to work from AHS.
 - Employees with a positive COVID-19 test result, must not return to work until their symptoms have subsided, they have completed the required isolation requirement and they have received clearance to return to work from AHS.
- COVID-19 employees Orientation Training Documentation - all employees are required to complete a COVID-19 employees Orientation specific to their job titles. Lifeguards, Supervisors, Swim Instructors, Maintenance and CSR's each have different employee orientations to complete
- All cleaning procedures have been reviewed and new daily cleaning checklists have been created for all facilities.

Monitor your workplace and update your plans as necessary

(A) How to monitor risks?

- Continue to check the AHS website daily and make modifications to our current policies as required
- Refer to alberta.ca/BizConnect and COVID-19 information guidance documents for the Path Forward, Step 1- 4
- Employees are directed to report to Brad Pack, the Safety Coordinator, if they have any HS concerns

- When safety concerns arise, the management team in conjunction with the HS Committee, will work together to come up with an action plan

(B) Actions:

- When changes are made to our existing policies, employees will be informed of the changes and trained accordingly
- New policies/ information and notifications will be distributed to employees via email and posted on the HS information board
- Employee training is tracked and documented to ensure that every employee receives the necessary training, ensuring that employees are working in a safe and healthy manner
- Each Employees training tracked, documented and stored in their employee file.

Develop communication plans and training:

(A) Actions:

- Recreation Excellence has established COVID-19 Training programs and checklists for all employees.
- Training documents have been created to incorporate all COVID-19 protocols and ensures that all employees, regardless of position, are trained accordingly for the positions that they are scheduled to work.
- All employees are trained on what to do when they are sick.
 - Employees with COVID-19 symptoms are required to contact AHS, self-isolate as directed by AHS, and set up a COVID-19 test.
 - Employees with COVID-19 symptoms are not permitted inside the facilities and must not return to work until their symptoms have subsided, they have received a negative COVID-19 test result and they have received clearance to return to work from AHS.
 - Employees with a positive COVID-19 test result, must not return to work until their symptoms have subsided, they have completed the required isolation requirement and they have received clearance to return to work from AHS.
- Signage is posted throughout the facility to remind both employees and patrons their requirement to practice physical distancing.
- Capacity limits are posted on the entrance doors as well as on the pool deck.
- Proper hand hygiene posters are placed throughout the facility to remind employees and patrons to frequently wash their hands.



- Signage is posted at the main entrance indicating persons that are restricted from entering the premises, including visitors and employees with symptoms, those directed to self-isolate and those with temperatures above 38 degrees C
- All supervisors and managers are trained on how to monitor their employees and the workplace to ensure policies and procedures are being followed.
- Public Service Announcements have been created and sent to the City of Lethbridge with information related to program registration.