

THE CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA



COVID-19 Safe Operations Plan

Approved

A guide for the safe operations of the Head, Clara and Maria Community Centre in accordance with the guidelines prescribed by the Province of Ontario and Renfrew County and District Health Unit to minimize the risk of transmission of the COVID-19 virus.

PURPOSE

This Safety Plan has been created to ensure that staff of the United Townships of Head, Clara and Maria establish best practices to meet the requirements of the Province of Ontario and Renfrew County District Health Unit for safe re-opening of the municipal community centre. Extra measures have been taken to provide the highest standard in preventing the transmission of COVID-19 amongst staff, volunteers and the public.

This Safety Plan will provide employees, user groups, volunteers and patrons with the operational information required to resume a level of activity within the community centre while we are still facing the pandemic. A combined effort of working together is required to reduce the risk to our employees, volunteers, user groups, participants and entire community.

Community Centre Bookings

All facility rentals must meet the provincial orders, guidelines and recommendations, which can be found at <https://www.ontario.ca/page/framework-reopening-our-province-stage-3>.

- A health screening and participant contact information plan is required prior to the rental request being approved.
- The person responsible for the event must ensure that each patron who enters provides proof of identification and proof of being vaccinated; or proof of a valid exemption (i.e., medical, or clinical trial exemption).
- The maximum capacity for the rental facility will be 60 attendees, keeping in mind that physical distancing requirements must be followed.
- The municipal kitchen, canteen and washrooms are available to reserve. The municipal bar is not available for use at this time.
- The community centre must be thoroughly cleaned by each user group after use; cleaning supplies and safety information will be provided.
- All waste and recyclables must be bagged, sealed and left in the garbage receptacle outside of the building.
- The Municipal Hall Rental Agreement and COVID-19 Safe Operations Plan must be adhered to.

Private and special user group hall rental bookings will require a safety protocol for protection of facility users as a part of the rental agreement to ensure the safe and responsible use of the facility in accordance with provincial guidelines.

COVID-19 Assessment

Every facility user suspected or confirmed to have contracted COVID-19 must stay home. Any person experiencing respiratory illness similar to the flu or a cold such as fever, chills, cough, and shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue or loss of appetite should stay home and start to self-isolate immediately. If you're concerned you have been exposed to COVID-19, or have symptoms, contact the Renfrew County Virtual Triage Centre at **1-844-727-6404** for advice.

Sick Workers

If a worker or volunteer becomes sick, they should report their symptoms to the person in charge of the event immediately, and that person will be sent home. Contact the Renfrew County Virtual Triage Centre at **1-844-727-6404** for further guidance related to testing and self-isolation. If the worker is

severely ill (e.g. difficulty breathing or chest pain), call 911. Clean and disinfect any surfaces that the ill worker has come into contact with.

Worker screening

All event workers are actively screened prior to each shift by completing a screening questionnaire form before entering the facility, or outdoors whenever possible. Event workers are instructed to stay home if they are sick or have any COVID-19 related symptoms.

Public screening and instruction

Public attendees are actively screened before entering the facility by completing the screening questions upon arrival. Attendees are given instructions on posters at all entrances to stay out of the community centre unless they pass the self-screening questions.

Face coverings

Wearing a face mask at all times while indoors is mandatory unless eating or drinking (guests must be seated while eating and physical distancing guidelines apply), or an attendee requires an accommodation which does not allow for wearing a mask. Face covering guidelines may change and will be updated as required according to provincial health recommendations.

Cloth face coverings must be properly cleaned. All face coverings that cannot be cleaned should be thrown out and replaced as soon as they get slightly wet, soiled or crumpled.

Workers will remind members of the public to wear masks properly and consistently while in the community centre. Posters have been put up throughout the facility to remind the public to wear masks properly and consistently. Those who are working in hot areas wearing masks have been instructed and reminded to follow measures to prevent overheating (e.g., drinking water, taking breaks). Medical masks will be available to be given to facility users if needed.

Hand Hygiene

Workers and volunteers must wash their hands: upon entry to the building; before and after use of shared equipment, supplies and materials; before and after eating and breaks; and throughout providing customer service.

Public attendees are encouraged, and will be reminded to, practise frequent hand hygiene. Reminders to wash hands often with soap and water for at least 20 seconds have been posted in the washrooms.

Hand sanitizer with at least 60% alcohol content has been provided at locations throughout the building including all entrances.

Limiting interactions

Facility users are required to maintain physical distancing in all areas including shared spaces.

Personal items brought into the facility must be kept to a minimum. If personal items are brought into the facility, enough space must be provided between each user's items to encourage physical distancing and reduce the transmission of COVID-19.

All personal belongings must be brought home at the end of the event.

All surface areas in shared common spaces must be properly disinfected after each use.

Worker start times, breaks and lunches will be staggered to limit in-person interaction.

Workers will be assigned to their own dedicated work areas. An area will be designated for contactless pick-up of orders when serving food and beverages.

Contactless payment is encouraged whenever possible.

Crowd control

A worker designated at the entrance of the facility will monitor the number of attendees entering and leaving the building, and control/stagger entry in order to prevent crowding.

Once the capacity limit is reached, one person will be permitted in for every person that leaves.

The facility will have a maximum capacity of 60 attendees, for which notice of limits are posted at public entrance(s). Adjustments will be made to ensure all local public health requirements regarding capacity limits are followed.

Physical distancing and separation

Workers will remind the public to maintain physical distancing of at least 2 metres (6 feet) between themselves and others. If there are times where people in the facility are performing strenuous activities, space will be arranged or capacity limits decreased to allow for more distance between individuals.

Public washrooms will be modified in relation to facility capacity, and stalls/urinals will be sectioned off to ensure proper distancing is maintained.

Social distance markers and/or signage will be used to direct flow of traffic throughout the facility.

Workspaces will be rearranged as needed to enable physical distancing.

In circumstances where line ups will be required, an area will be established that starts 2 metres (6 feet) from the entrance, lobby, service counters and washrooms.

Physical barriers will be utilized/ installed at food and beverage counters and cashier/ ticket stations.

Ventilation and air quality

An outdoor space will be set up which workers can use for meals and breaks, weather permitting.

Workers are encouraged to take breaks and eat meals outdoors whenever possible.

The ventilation system will be maintained according to manufacturer's instructions and adjusted to increase the amount of fresh air and reduce recirculation. The ventilation system will also be set to run before and after people are in the facility.

Exhaust fans in the kitchen and all washrooms will kept running at all times when workers are in the facility as well as beyond operating hours.

In any spaces that don't have mechanical ventilation, windows and doors will be kept open, weather permitting.

Cleaning, disinfecting and hand hygiene

Workers and volunteers are trained to select and safely use cleaning products for their work including the use of additional PPE that may be required (such as gloves, protective clothing and/or respiratory protection). A document with cleaning procedures and schedules is posted.

Violence and Harassment

Violence and harassment directed towards workers and volunteers is not tolerated. Facility users are encouraged to treat workers and volunteers with respect.

If any members of the public have complaints about the COVID-19 policies, they will be directed to speak with the Clerk. The Clerk will retain a record of all incidences of violence or harassment and will report to the authorities as necessary.

Communication and training

Posters for facility users have been put up around the community centre which provide information regarding: physical distance requirements, capacity limits, screening and self-assessment, wearing masks and hand hygiene.

Information on health and safety measures will be shared with facility users, on posters at entrances to the community centre and on the municipal website.

All workers have been instructed on COVID-19 health and safety measures.

Workers and volunteers are supported with information to help them stay safe in and out of the workplace.

This plan will be posted in a visible location where all workers, customers and visitors can see it and will be provided to municipal staff, members of Council, the RAC committee, Library Board, special user groups, workers and volunteers of the community centre along with anyone else affected by the plan.

Plan evaluation and worker engagement

This plan may evolve as risks in the community change. The plan will be discussed with staff, workers, volunteers and anyone else affected and revision of the plan will occur as needed. If new safety measures are added, it is done so in which new hazards are not created as a result thereof, or that new measures can be put in place to control new hazards. Collaboration with workers on solutions to any health and safety issues will be ongoing.

Facilitating contact tracing

A record of contact information for workers and members of the public who attended the community centre will be kept to provide to the public health unit in the event of a worker or other customers contract COVID-19.

Facility Detailed Cleaning/Sanitization Plan

Municipal staff will be trained and understand the required level of cleaning services applied throughout the Community Centre to ensure facility users are protected against the spread of COVID-19. Recreation staff will clean all surfaces as per the schedule below:

Frequency	Areas
Frequently Cleaned Areas (every two hours)	Door touch points Light switches Washrooms
As Scheduled (at the end of event)	Floors Doors Tables Chairs Garbage Cans Recycling Bins

Municipal staff and community centre volunteers will receive training in the following categories to ensure workers are safe and protected while achieving the expected standards of cleaning required during COVID-19 and any future pandemics:

Workplace Restart Orientation (In House) & Review of COVID-19 Safety Plan

- Personal Protective Equipment Training
- WHMIS
- COVID-19 Self-Assessment
- Proper personal hygiene practices for staff to mitigate transmission
- Proper use, safe handling and disposal, and purpose of Personal Protective Equipment Facility Capacity and traffic flow