



REACTIVATION PLAN – ACTIVE LIVING & CULTURE

Prepared: June 2020

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Staff Safety Plan

Phases 1 and 2 – Returning to Work at City Locations

Protocols and Guidelines

The BC government has announced the BC Restart Plan, a four-phased approach for reopening businesses across the province in the wake of the COVID-19 pandemic. The City of Kelowna's Safety - Recovery Plan is modeled after the provincial government's document and will continue to adapt, as necessary, by following the lead of the Provincial Health Officer (PHO). This plan also incorporates new WorkSafeBC guidelines for municipalities, which were developed on May 13, 2020 as well as best practices guidelines issued by the BC Municipal Safety Association on May 19, 2020. The following transition protocols for managers will ensure all employees feel safe when we return to a 'new normal' at City workplaces.

The intent of the plan below is to safely return employees to their designated work locations. Changes to our workplace set up and procedures have and will be met to ensure safety guidelines. In the coming months, the City will continue its work of investigating and implementing additional flexible workplace policies – including ongoing work from home arrangements - to augment our existing programs.

Some employees may be hesitant to return to work even if all possible precautions are taken. The City will respond to requests in a consistent way that addresses concerns from employees or the public and promotes a successful transition back to City facilities.

The City will continue to perform enhanced and routine workplace cleaning of frequently touched surfaces and ensure adequate supplies are on hand for the increasing number of employees at City facilities. Other measures have been established, such as:

- Plexiglass barriers installed at workstations with high public interaction
- Designated spacing for public line up for City services
- Physical/social distancing supported through virtual meetings and reduced number of staff at in-person meetings
- Added signage promoting personal hygiene and physical distancing

The City has also developed a formal exposure control plan, which provides detailed procedures should a City employee be confirmed with the COVID-19 virus.

When an employee returns to the workplace, managers and supervisors must ensure that each staff member is informed of any new or revised procedures to eliminate or reduce potential for exposure to COVID-19.

Managers and supervisors should check-in with employees to collect feedback and gauge concerns. An employee survey is scheduled to be administered in the early phase of this transition.

BC Restart Plan

The four phases toward our 'new normal' are:

Phase 1: Current, essential services operating during COVID-19

Phase 2: Mid-May onward, various sectors/services reopen under enhance protocols, including:

- Provincial parks open for day-use
- Dentists, chiropractors, physiotherapy, physiotherapy
- Elective surgeries
- More retail businesses such as hair salons, barbers, cafes, restaurants, pubs and retail sector
- Childcare

Phase 3: June through September, if transmission rate remains low or in decline

- More parks open, some overnight camping resumes
- Film industry
- Select entertainment – movies and symphony, but not large concerts
- Post-secondary education
- K-12 education

Phase 4: Date TBD, conditional on at least one of: wide vaccination; “community” immunity; broad successful treatments

- Large gatherings in BC will resume, such as concerts, conventions and live audience professional sports,

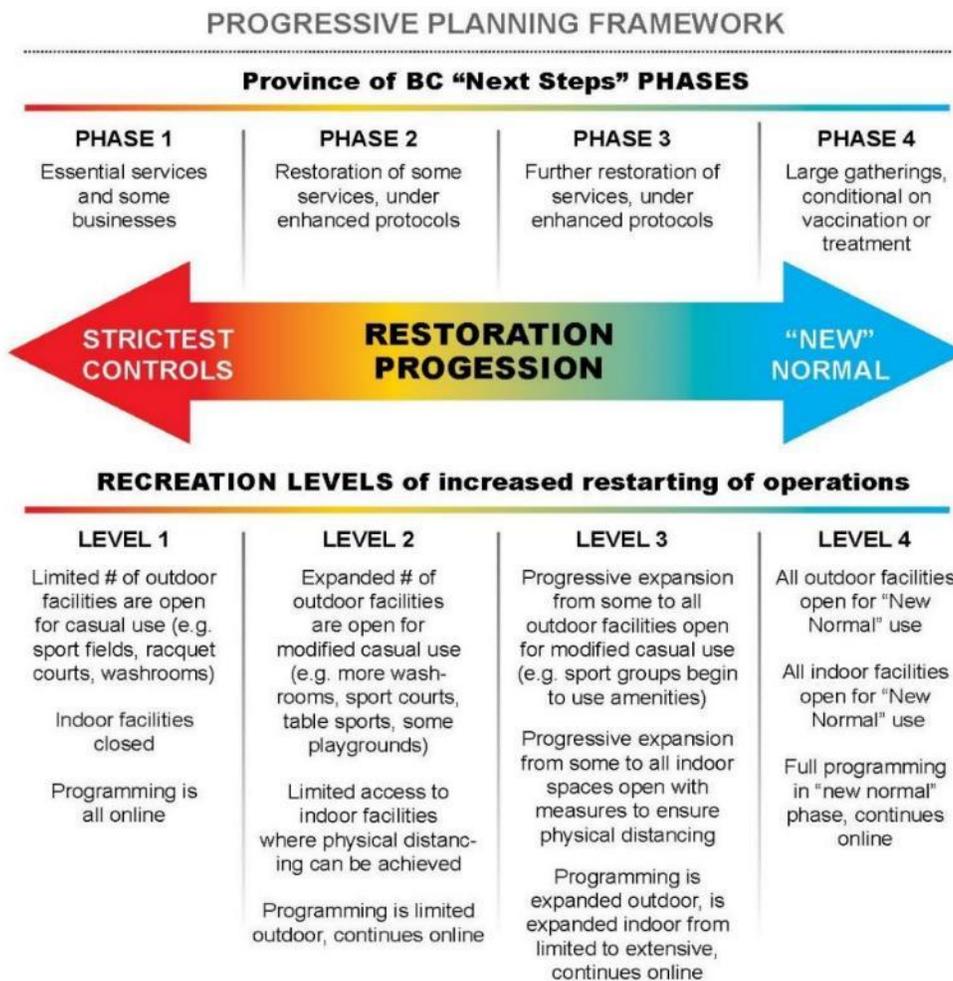
Program & Facility Reactivation Plan

The COVID-19 pandemic has changed the way of life for people in British Columbia and around the world. The measures taken to control the spread of the virus has had a profound impact on how individuals and families spend their leisure time and how they connect with each other and the broader community.

In Kelowna, the closure of sport, recreation and culture facilities, and cancellations of related programs, occurred in mid-March to ensure public health and safety. BC’s progression through phases 1 to 3 of its Restart Plan is a positive step forward and provides guidance as we consider reopening recreation facilities and reactivating programs.

Planning Framework

Anticipating that certain restrictions will be relaxed under the BC Restart Program, a re-opening framework specific to City operated programs and facilities has been developed. This framework is considered a “work in progress” and will continue to build on the efforts of the provincial agencies while remaining flexible to new or evolving direction from the PHO. As many local agencies, especially those with strategic connections with the City through facilities or programs, look to the City for guidance, staff will use this framework as the basis of our direction. A key message for all who we connect with will be the importance of following provincial directions.



Based on the framework, the following general principles will guide our approach to reopening recreation facilities and reactivating programs:

- Focus on outdoor facilities before indoor facilities
- Focus on casual use before programmed use
- Focus on individual activities before group activities
- Focus on skill development before competition
- Focus on local community before neighbouring communities

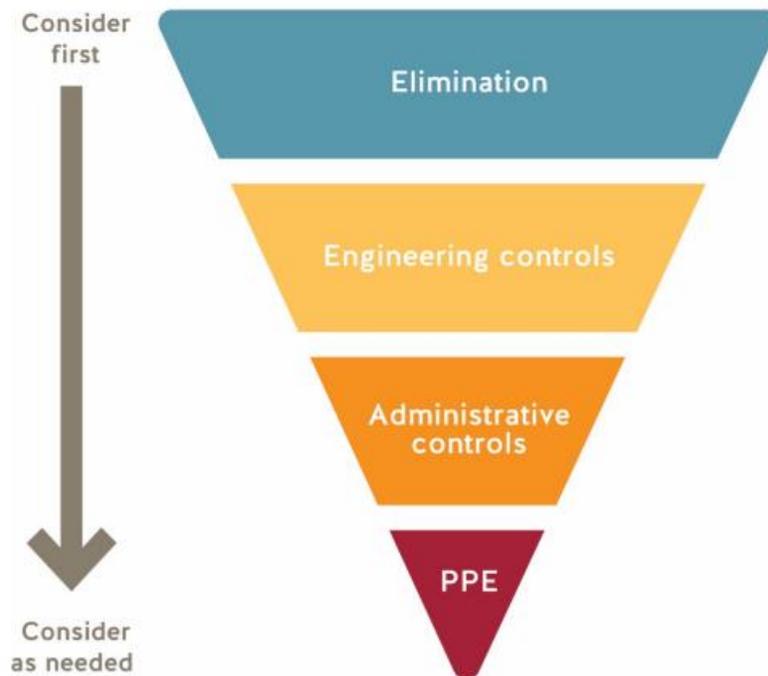
Hierarchy of Controls

As we progress to Phase 3 of the restart plan, we are looking to reactivate facilities and programs which were suspended due to COVID-19. As a guiding principle, the Hierarchy of Controls for COVID-19 have been carefully considered and applied to all aspects of reactivation:



COVID-19 Safety Plan

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 isn't practicable 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 protection (**elimination**) — Limit the number of people in your workplace where possible by implementing work-from-home arrangements, establishing occupancy limits, rescheduling work tasks, or other means. Rearrange work spaces to ensure that workers are at least 2 m (6 ft.) from co-workers, customers, and members of the public.

Second level protection (**engineering controls**) — If you can't always maintain physical distancing, install **barriers** such as plexiglass to separate people.

Third level protection (**administrative controls**) — Establish rules and guidelines, such as posted **occupancy limits** for shared spaces, designated delivery areas, cleaning practices, and one-way doors and walkways to keep people physically separated.

Fourth level protection (**PPE**) — If the first three levels of protection aren't enough to control the risk, consider the use of masks. Ensure masks are **selected and cared for appropriately** and that workers **are using masks correctly**.

Modifications and Controls

Registered Programs

Engineering Controls:

- Program instructors will be supplied with a “COVID-Kit” containing cleaning supplies, hand sanitizer, masks and gloves
- Hand sanitizer is supplied at all building entrances and exits
- Additional hand washing stations may be set up as required (i.e. for outdoor programs)
- All furniture is removed from lobbies, hallways and gathering areas to increase space
- Visual markers and / or physical barriers are used to delineate spaces, as needed
- Floor decals indicating 2 metre spacing is installed at high traffic and waiting areas
- Open windows and doors where possible to increase air flow
- Protective barriers installed at customer service windows
- Facility guideline signage placed on entrances to buildings
 - Practice physical distancing
 - Follow directional signs
 - Wash/sanitize hands frequently
 - No gatherings or loitering
 - Stay home when sick
 - Connect with us virtually at kelowna.ca/recreation

Administrative Controls:

- All participants staff and instructors are informed that if they are sick with any symptoms of respiratory illness consistent with cold, influenza or COVID-19, they must stay home
- Instructors are provided with a “COVID-19 Questionnaire” that they complete each day that they attend programs.
- If staff or instructors begin to feel sick throughout the day, they must immediately go home.
- A program participant who starts to display symptoms will be asked to leave the program. In the case of children, the child will be isolated until such time that their parent can take them home.
- All high touch areas will be cleaned thoroughly at least once per day
- All program equipment will be cleaned after each use. Equipment will not be shared between participants unless it has been cleaned in between.
- Sign in/out procedures will happen outside of the building
- Where possible, participants will use program room entrances and exits instead of main circulation areas.
- Handwashing or sanitizing will be enforced when entering/exiting the building, after using the washroom and before and after eating.
- Revised maximum capacities have been established and posted in all program spaces circulation areas
- Signage is visible in all facility entrances which outline expectations for participants
- Where appropriate, directional arrows and floor decals will be used to promote physical distancing
- Program activities and instruction will be modified in such a way that physical distancing can be maintained for most of the time
- Additional time between classes is scheduled for cleaning

	<ul style="list-style-type: none"> • Programs will be held outdoors as often as possible • Participants will not be permitted to share food • Participants are discouraged from bringing belongings from home, such as toys • Participants may choose to wear a mask but they will not be required or supplied • Staff may choose to wear a mask but will only be provided with one in the event that physical distancing cannot be maintain, such as in the event of a first aid incident. • Meetings for staff take place in large spaces with the option of joining virtually <p>Personal Protective Equipment:</p> <ul style="list-style-type: none"> • Use of masks is not recommended but will not be discouraged • Masks will be provided to staff in the event physical distancing cannot be maintained (i.e. in the event of a first aid incident) • Personal Protective Equipment may be required for specific jobs such as lifeguarding or pool operations (see Aquatic Section) • PPE will be supplied if required for specific cleaning products
<p>Indoor Recreation Facilities</p> <p>Includes arenas, rec centres, activity centres</p>	<p>Engineering Controls:</p> <ul style="list-style-type: none"> • Hand sanitizer is supplied at all building entrances and exits • All furniture is removed from lobbies, hallways and gathering areas to increase space • Visual markers and / or physical barriers are used to delineate spaces, as needed • Floor decals indicating 2 metre spacing is installed at high traffic and waiting areas • Protective barriers installed at customer service windows • Water fountains decommissioned. Water bottle filling stations installed as needed. • Facility guideline signage placed on entrances to buildings <ul style="list-style-type: none"> • Practice physical distancing • Follow directional signs • Wash/sanitize hands frequently • No gatherings or loitering • Stay home when sick • Connect with us virtually at kelowna.ca/recreation <p>Administrative Controls:</p> <ul style="list-style-type: none"> • All user groups must have a “Return to Sport Plan” which aligns with Provincial governing bodies (BCPRA, Via Sport, Provincial Health Officer) • All high touch surfaces will be cleaned at least once per day • Revised maximum capacities have been established and posted in all program spaces circulation areas • Signage is visible in all facility entrances which outline expectations for participants • Where appropriate, directional arrows and floor decals will be used to promote physical distancing • Where possible, doorways will be one-way (entrance or exit) <p>Personal Protective Equipment:</p> <ul style="list-style-type: none"> • PPE will be supplied to staff as required for first aid, chemical handling or other as outlined in Safe Work Procedures

<p>Outdoor Recreation Facilities</p> <p>Includes sport courts, fields, stadiums, skate park, spray parks etc</p>	<p>Engineering Controls:</p> <ul style="list-style-type: none"> • Facility guideline signage placed on entrances to buildings <ul style="list-style-type: none"> • Practice physical distancing • Follow directional signs • Wash/sanitize hands frequently • No gatherings or loitering • Stay home when sick • Connect with us virtually at kelowna.ca/recreation <p>Administrative Controls:</p> <ul style="list-style-type: none"> • All user groups must have a “Return to Sport Plan” which aligns with Provincial governing bodies (BCPRA, Via Sport, Provincial Health Officer) • As necessary, usage will be modified to promote physical distance <ul style="list-style-type: none"> • Reduce capacity (i.e. singles/doubles) • Pre-book usage • Decrease number of usable courts <p>Personal Protective Equipment:</p> <ul style="list-style-type: none"> • PPE will be supplied to staff as required for first aid, chemical handling or other as outlined in Safe Work Procedures
<p>Fitness Centre</p>	<p>Engineering Controls:</p> <ul style="list-style-type: none"> • Fitness equipment is spaced out to encourage physical distancing • Hand sanitizer is supplied • Water fountains decommissioned. Water bottle filling stations installed as needed. • Weightroom guideline signage installed <ul style="list-style-type: none"> • No sharing equipment • Practice physical distancing • Follow directional signs • Wash/sanitize hands frequently • No gatherings or loitering • Stay home when sick • Connect with us virtually at kelowna.ca/recreation <p>Administrative Controls:</p> <ul style="list-style-type: none"> • Anyone displaying symptoms will be asked to leave • Members must pre-book their time • Capacity will be monitored and strictly enforced • Weight room will be supervised most of the time • Frequent cleaning of all equipment will be done • Change rooms will be closed • Cardio machines will be taped off to ensure adequate distancing between users • Difficult to clean equipment will stored away <p>Personal Protective Equipment:</p> <ul style="list-style-type: none"> • PPE will be supplied to staff as required for first aid, chemical handling or other as outlined in Safe Work Procedures

Aquatics	Coming soon
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Active Living & Culture Links:

[COVID-19 Questionnaire](#)

[Participant Letter](#)

[COVID-19 Precautions for Staff](#)

[Signs](#)

COVID Facility Guidelines

- [Sports fields \(Rutland, Mission, Parkinson Recreation Parks\)](#)
- [Baseball diamonds \(Edith Gay, Lombardy\)](#)
- [Mission Softball Complex \(M1–M6\)](#)
- [East Kelowna Softball Diamonds \(Top & Bottom\)](#)
- [Rutland Arena \(Ice – West; Dry floor – East\) *Opens July 6](#)
- [Elks Stadium](#)
- [Apple Bowl Stadium \(Track only\)](#)
- [Mission Artificial Turf](#)

City of Kelowna Links:

- InSites Pandemic Planning Page: <http://insites.kelowna.ca/Corporate/pandemic-planning/Pages/default.aspx>
- [General – Phased return to work following pandemic RA](#)
- [General – COVID-19 first aid services SWP](#)
- [General – Disinfecting work areas following suspected or confirmed COVID-19 diagnosis SWP](#)
- [General – Disinfecting work surfaces SWP](#)
- [General – Disinfecting work vehicles SWP](#)
- [General – Frequency of cleaning surfaces RA](#)
- [General – Hand Washing SWP](#)
- [General – Meeting Etiquette During Pandemics SWP](#)
- [Contractor COVID-19 questionnaire](#)
- [Safety alert – Hand Sanitizer Flammability Hazard](#)
- [Safety alert – Preventing community transmission of COVID-19](#)
- [SWP – non-medical masks](#)