



COVID-19 SAFETY PLAN

Version: 2.0

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COVID-19 SAFETY PLAN

Overview:

All activities in Curling Clubs throughout BC must operate within current provincial health restrictions in order to limit the transmission of Covid-19 in our communities. As owner of the property/facility and operator of the Club, the Powell River Curling Club ("PRCC") is responsible for the development and implementation of Return to Curling ("RTC") plans which MUST include a COVID-19 Safety Plan and clear policies and procedures to ensure:

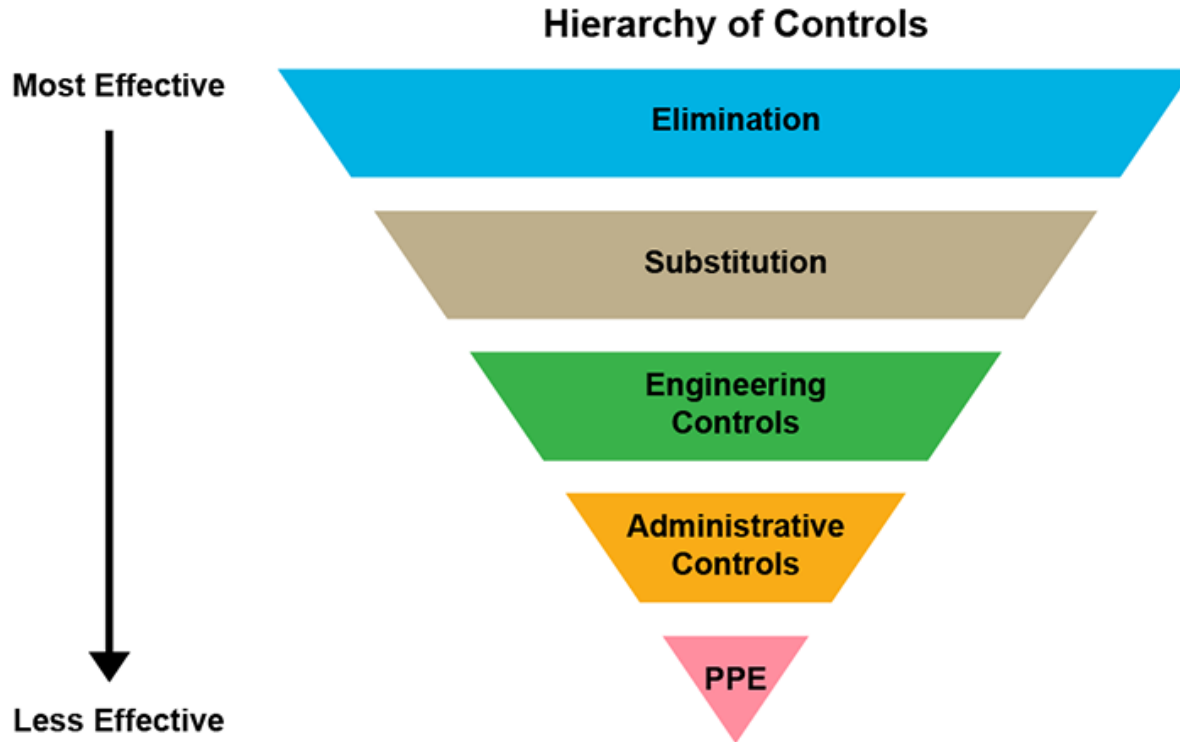
- No one with symptoms comes to work, volunteer, or to curl, and staff are able to be off sick or work at home and self-isolate for a minimum of seven (7) days;
- Staff (paid or volunteer) have fewer workplace contacts (shorter times, fewer people) through such measures as staggered shifts, smaller teams, occupancy limits, virtual meetings, continuing to work from home, where applicable; and
- Increased frequency of cleaning "high touch" areas of our facility and equipment, availability of hand sanitizer and encouraging good hygiene and proper coughing and sneezing "etiquette".

Further, the COVID-19 Safety Plan must:

- Meet the criteria set forth in CurlBC's 2021-2022 Return to Curling Guide;
- Be approved by the PRCC Board of Directors;
- Be posted electronically, conspicuously on the Club's website and/or throughout highly visible areas of the Club; and
- Comply with WorkSafeBC.

The viaSport Guidelines provide these considerations for staff and volunteers: "Where the sport organization owns and operates a facility, "staffing" encompasses all facility staff (management, administration, maintenance, etc.). All employers in BC have a legal obligation to ensure a healthy and safe workplace for employees. Organizations that rely on volunteers also need to take steps to ensure the safety of the volunteers.

The PRCC COVID-19 Safety Plan has been developed to identify the risks of the transmission of COVID-19 in the workplace/facility, to consider the various means of mitigating or eliminating these risks and to select and implement appropriate risk management strategies. In order to control COVID-19 risks in the workplace/facility, control measures have been analyzed and chosen based on the following hierarchy:



Elimination

Remove the risk of exposure entirely from the workplace/facility. For example, having all workers/participants stay home would eliminate COVID-19 risk from the workplace/facility.

Substitution

Replace a hazardous substance with something less hazardous (for example, replace one chemical with another). For an infectious disease such as COVID-19, substitution is not an option.

Engineering controls

Make physical changes to separate workers/participants from the hazard or support physical distancing, disinfecting and hygiene. For example, you could:

- install plexiglass barriers to separate workers from customers (i.e. lounge);
- remove unnecessary doors that many people would have to touch.

Administrative controls

Make changes to the ways people work and interact, using policies, procedures, training and signage. For example, you could:

- modify ice layout to maximize physical distancing opportunities;
- create policies to limit the number of people in a space at one time;
- establish new cleaning and disinfection protocols;
- provide education and training on proper hand washing technique.

Personal protective equipment (PPE)

This is equipment and clothing worn by a worker/participant to minimize exposure to hazards and prevent illnesses and infection. PPE is used to protect the wearer and can include such things as surgical/procedure masks, face shields and eye protection.

PPE should only be used after other controls have been carefully considered and all feasible options implemented.

Guidelines for Staff:

As noted, all staff (paid and volunteer) are required to have read and understand their roles and responsibilities under this Safety Plan. In the event the Plan is updated in any way where such changes may impact staff, the Board or GM will be responsible to ensure staff are made aware of such changes to the Plan.

First and foremost, staff is required to have read and have signed off on their intention of full compliance with the PRCC Illness Policy as it relates to COVID-19. Any time staff attends the facility for any reason, they are required to perform a self-assessment to determine their fitness to work. Under no condition, should staff attend the facility and potentially come in contact with others if:

1. They have any of the symptoms of COVID-19;
2. They test positive for COVID-19;
3. They have been tested for COVID-19 and are awaiting test results;
4. They have come in contact with someone who has COVID-19 symptoms, has been tested for COVID-19 or has a confirmed case of COVID-19, OR
5. They are required to self-quarantine as a result of travel or other guidance from Provincial/Local Health Authorities.

The self-assessment tool for routine daily symptom screening for Covid-19 is found on the BC Centre for Disease Control website: <https://bc.thrive.health/covid19/en>.

Staff is also required to show proof of full vaccination (a minimum of 2 x doses received). Staff, contractors, visitors, curlers, etc. are not to be permitted access to the facility if they are not fully vaccinated. A minimum of 14 days must have transpired since any staff, visitor, curler, etc. has received his/her 2nd (or more) dose of an approved COVID-19 vaccine.

One of the most effective means of warding off infection from COVID-19 is frequent and proper hand washing (see *Appendix A – BC Ministry of Health Handwashing Poster*). Staff are required to wash hands, at a minimum:

- Upon arrival at the facility;
- Before and after any breaks;
- After touching common equipment or frequent touch points in the Club.

Staff is reminded to avoid touching eyes, nose or mouth AND to use proper cough and sneeze etiquette. Staff is encouraged to remind “participants” if they should witness poor personal hygiene.

A supply of Personal Protective Equipment (PPE) has been secured and is stored in the GM’s Office and will be made available prior to games, for those that may have forgotten to bring their own personal mask, etc. This equipment includes:

- Masks;
- Gloves;
- Face Shields.

Until further notice, all participants entering Club premises are required to wear masks in all COMMON AREAS. Common areas include the Lobby, hallways, locker room, washrooms, Lounge (when not seated at a table) and stairways.

PPE is not meant to be a substitute for more effective prevention measures such as physical distancing and improved personal hygiene. PPE is to be worn when risk of exposure is high.

In addition to the aforementioned guidelines for staff, the following is a detailed list of roles and responsibilities, by position:

General Manager:

The General Manager is responsible for:

- Ensuring all additional staff (paid or volunteer) are provided with copies of the PRCC COVID-19 Safety Plan, Illness Policy, PRCC Participant Agreement and securing all necessary signatures, etc. from staff. Signed forms are to be kept in the GM’s office in the event they are required to be consulted;
- Ensuring all staff and those seeking access to Club facilities meet mandatory vaccination requirements;
- Ensuring all staff and “participants” complete the sign-in procedure whenever they are attending the facility. As it pertains to “participants”, this responsibility may be delegated to League Representatives;

- Ensuring all staff and “participants” follow physical distancing protocols (if applicable) and sanitizing procedures. A short grace period will be provided for all staff and “participants” to adjust to new procedures. A first warning will be provided to those that contravene requirements. A second warning will follow. In the event staff or “participants” fail to follow PRCC procedures after the second warning has been issued, they will be banned from attending the Club for the remainder of the curling season;
- Ensuring all staff and “participants” are aware of and follow PPE protocols. These protocols may vary from time to time dependent upon guidance from Provincial/Local health authorities. The General Manager is required to stay abreast of any changes to health authority guidance that may impact his /her role and responsibilities under this Plan;
- Reminding staff and “participants” of proper cough and sneeze etiquette, as required;
- Ensuring all staff are made aware of WorkSafeBC’s regulation pertaining to an employee’s right to refuse unsafe work;
- Ensuring the Board of Directors is made aware of any issues that may arise from normal operations, pertaining to this Plan, that may require changes to the Plan.

Ice Technician:

The Ice Technician is responsible for:

- Ensuring all on-ice shared surfaces are sanitized prior to and following any curling activity (including practice). A list of shared surfaces is provided in Appendix B;
- Arranging rocks in single file, in order, prior to game play;
- Placement of hacks prior to all games AND removal of hacks following games;
- Ensuring the General Manager and/or Board of Directors is made aware of any issues arising from normal operations, pertaining to this Plan, that may require changes to the Plan.

Bartender:

The Bartender is responsible for:

- Ensuring that side entry door is unlocked 20 minutes prior to first start time AND locked 10 minutes after last start time;
- Ensuring all shared surfaces in the Lounge are sanitized prior to and following any curling activity. A list of shared surfaces is provided in Appendix B;
- Ensuring all attendees to the Lounge are aware of and follow maximum table capacity limits. In the event “participants” refuse to follow said procedures, the Bartender shall notify the General Manager immediately;
- Ensuring all “participants” follow prescribed ordering protocols and minimize access to the bar counter;
- Ensuring Lounge attendees respect physical distancing measures, if applicable;
- Ensuring the General Manager and/or Board of Directors is made aware of any issues arising from normal operations, pertaining to this plan, that may require changes to the Plan.

Guidelines for Participants:

As is the case with PRCC staff, all participants (members, volunteers, guests, etc.) must follow strict protocols relating to attendance at the Club, as follows:

1. Prior to attending the Club, participants must conduct a self-assessment to determine their fitness to curl. If participants are unsure of the proper method, they should use the self-assessment tool: <https://bc.thrive.health/covid19/en> or utilize the COVID-19 BC Support App self-assessment tool;
2. Participants will be strongly encouraged to register for 2020-2021 league play via the PRCC website online registration tool. In the event participants do not have access to internet or cannot complete their registration online, they will be permitted to register on a scheduled date announced via website, social media and newsletter. The GM or designate will facilitate registration;
3. On or before first attendance at the Club for league play, ALL participants will be required to:
 - a. Participate in a walk-through of the club (if they have not already conducted a virtual walk-through). This will consist of the following:
 - Start times;
 - Sign-in procedures;
 - Key locations in the facility;
 - Preparation for play (waiting zones/tables, gearing up);
 - Stowage of personal items;
 - Use of washrooms;
 - Use of lockers;
 - Location and use of hand sanitizing stations;
 - Location of reference materials (posters, documents);
 - Location of water station(s);
 - Lounge procedures (max. table capacity, ordering, payment, picking up of orders, etc.).
 - b. Read the following documents:
 - PRCC COVID-19 Safety Plan and Summary Sheet;
 - PRCC Declaration of Compliance – must be signed prior to first play;
 - PRCC Declaration of Compliance - Minors (minors only) – must be signed by parent/guardian prior to first play;
 - PRCC Participant Agreement – must be signed prior to first play.
 - c. With respect to the PRCC COVID-19 Safety Plan and Summary Sheet, prior to first play, understand and acknowledge:
 - Self-Assessment procedures and rules for attendance;
 - Consequences from non-compliance (e.g. grace period);
 - Mandatory vaccination requirements;
 - Hand sanitizing and cough/sneeze protocols;
 - Availability and use of PPE (as required by Provincial/Municipal health authorities, may be evolving situation).

Start/End Times:

Start times have been adjusted again this year to minimize situations where there may be unsafe gathering of groups in congested areas (e.g. lobby, locker room, back boards) OR where participants may cross paths. For all league play (with the exception of Stick leagues), the following start times will apply:

- Sheets 1 & 2 – 10 minutes before designated start time;
- Sheets 3 & 4 – designated start time.

In the event league/Club announcements are required, reps will make such announcements following league play in the Lounge.

Entrance to the Club:

In all cases, participants must enter the Club through the side door. An automatic door button has been installed to facilitate opening of the door without the need to touch door handles/knobs. Participants **must not** use the front door to enter the Club. **Masks are required in all common areas (e.g. Lobby, Lounge (when not at a table), washrooms, hallways, stairways, Locker Room). Masks are also recommended on the ice surface but are not mandatory!**

The side entry door will be unlocked 20 minutes prior to first start time and locked 10 minutes after last start time. Latecomers may text bartender to gain access, at his/her discretion.

Upon entering the facility, participants should (1) use the closest hand sanitizing station and, when applicable, fill water bottles prior to either entering the Lounge area OR proceeding to other common areas (e.g. locker room).

Sign-In Procedures and Proof of Vaccination:

Every participant, including spares and visitors to the Club is required to sign-in EVERY time they attend the Club, for whatever function. The sign-in sheet is located at the bar in the Lounge. Exercise social distancing (min. 1 meter) while waiting to sign-in. Each league will have their own sign-in sheet which will include the following information:

- League name
- Participant's name
- Phone number (spares only)
- Date

Participants are required to place their initials in the box under the specific date. By doing so, each participant indicates they are attending the Club on that date AND agree that they have performed a self-assessment to determine their fitness to curl.

As well, all participants or members of the general public accessing Club facilities are required to show proof of vaccination to PRCC staff. Staff may record that proof has been provided to eliminate the need to show proof of vaccination on subsequent visits to the Club.

A minimum of 14 days must have transpired since any staff, visitor, curler, etc. has received his/her 2nd (or more) dose of an approved COVID-19 vaccine.

General sign-in sheets are also provided in the event spares attend the Club or staff, volunteers, etc. attend the Club outside of league play. These sign-in sheets include phone numbers of attendees for contact tracing purposes.

Key Locations Within the Facility:

The following are key locations within the facility:

- Side entrance;
- Hand sanitizing stations;
- Water bottle refilling station;
- Lobby;
- Lounge;
- Washrooms;
- Locker Room;
- Pro Shop;
- Ice Surface;
- Emergency exit(s).

Stowage of Personal Items:

Lockers will again be available for use this curling season. Please exercise minimum physical distancing (1 meter) when in the Locker Room. Those that do not have an assigned locker may leave their larger personal items in the Lobby. Cubbies are available behind each sheet to store smaller personal items (phones, wallets, purses, watches).

Location of Hand Sanitizing Stations:

Hand sanitizers have been provided in the following locations:

- Inside side entrance door, beside stairs up to Lounge;
- Center pillars of Lobby (x 2);
- Top of main stairs to Lounge;
- On Ice – along back board windows, adjacent to measuring device and between scoreboards (1 each)

In addition to personal measures to maximize COVID-19 prevention, PRCC staff and volunteers are responsible to sanitizing shared surfaces on a regular basis.

Location of Reference Materials:

PRCC will be maintaining personal files for every participant that will contain copies of all documents signed by participants relating to this Plan. All participants are encouraged to keep their own signed copies for future reference, including the PRCC COVID-19 Safety Plan and Summary Document.

As well, information posters and/or documents are posted on entrance doors, in strategic locations within the facility or on the main bulletin board for reference relating to:

- Hand washing, sanitizing procedures;
- DO NOT ENTER poster;
- Wash Your Hands poster.

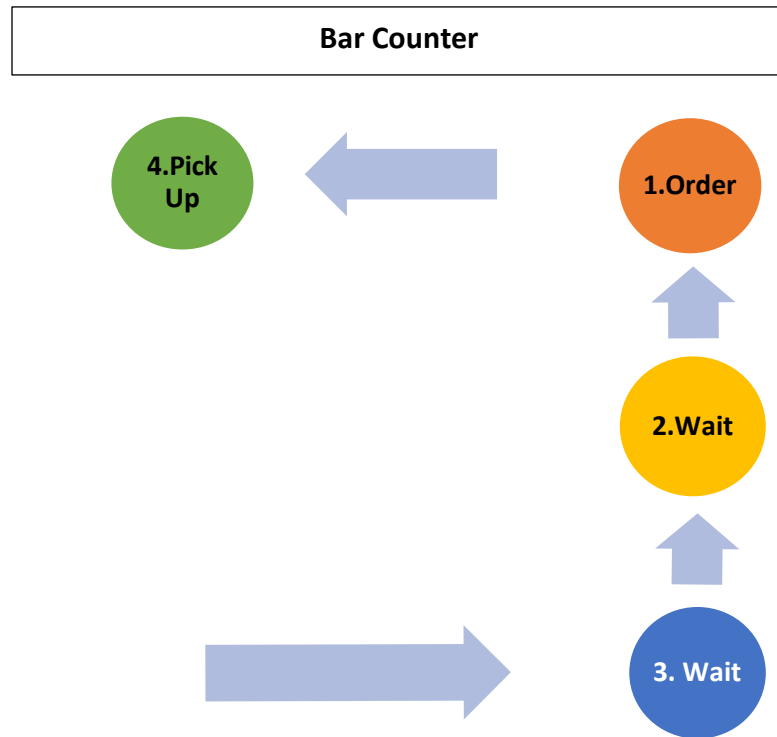
Location of Water Station(s):

PRCC is providing an automatic water bottle filling station this season. The station is located in the main lobby beside the side entrance. This station may only be used prior to entering the ice area at the start of each match (not during matches). Exercise social distancing when waiting to fill your water bottle.

Lounge Procedures:

Numerous procedures have been implemented in the Lounge to ensure physical distancing and minimize multiple contact with shared surfaces. These include:

- Masks are required in the Lounge whenever a patron is not at his/her table (e.g. ordering, going to bathroom(s), exiting Lounge, etc.)
- Floor markers to ensure distancing measures are followed, as per the following diagram:




In the preceding diagram, a patron would go up to the right side of the bar counter to order and pay for their beverage. A second patron would line up on the spot 2 meters behind them, waiting to order. A third patron would line up on spot 3. Once the first patron’s drinks are ready to be picked up, the first patron would move left to the spot in front of the left side of the bar counter. The second patron would move forward to order his/her beverage(s). The third patron would assume the spot vacated by the second patron in line to order. Another patron would then be free to line up on spot 3.

Lounge patrons may bring their sports bag and broom(s) up to the Lounge OR they can be left in the common area to be picked up prior to leaving the facility.


Appendices:

Appendix A – Ministry of Health Handwashing Poster



Coronavirus COVID-19


BC Centre for Disease Control | BC Ministry of Health












Hand Hygiene

SOAP OR ALCOHOL-BASED HAND RUB: Which is best?


Either will clean your hands: use soap and water if hands are visibly soiled.




Remove hand and wrist jewellery

HOW TO HAND WASH		HOW TO USE HAND RUB
 <p>1 Wet hands with warm (not hot or cold) running water</p>	 <p>2 Apply liquid or foam soap</p>	 <p>1 Ensure hands are visibly clean (if soiled, follow hand washing steps)</p>
 <p>3 Lather soap covering all surfaces of hands for 20-30 seconds</p>	 <p>4 Rinse thoroughly under running water</p>	 <p>2 Apply about a loonie-sized amount to your hands</p>
 <p>5 Pat hands dry thoroughly with paper towel</p>	 <p>6 Use paper towel to turn off the tap</p>	 <p>3 Rub all surfaces of your hand and wrist until completely dry (15-20 seconds)</p>

COVID19_HH_001




BRITISH COLUMBIA
Ministry of Health



BC Centre for Disease Control

If you have fever, a new cough, or are having difficulty breathing, call 8-1-1.



Appendix B – List of Shared Surfaces, by location

Common Areas, including Washrooms:

1. Doorknobs, automatic door button, door handles;
2. Toilet seats, flushing mechanisms;
3. Handrails (up and down from Lounge);
4. Stair Lift;
5. Lobby chairs, benches;
6. Hand sanitizers;
7. Curling shoe cleaner;
8. Water dispensers.

On-Ice:

1. Curling rocks;
2. Scoring numbers;
3. Measurement tools;
4. Ice cleaning tools.

Lounge:

1. Tables;
2. Chairs;
3. “Snowball” container;
4. Payment mechanism(s);
5. Tray(s).