

## RISK ASSESSMENT AND EXPOSURE CONTROL PLAN SUMMARY

<b>Department:</b>	DELTA FITNESS – KINVILLAGE – GROUP LOW INTENSITY FITNESS CLASSES
<b>Date</b>	02/02/2021
<b>Person completing this document</b>	Carol Chard

### COVID-19 Business Resumption Committee

Department Manager (Team Lead)	Carol Chard
OHS Representative	Shelley Simpson
Frontline Worker Representative	Pam Findlay
Health and Safety Representative	Elaine Ager
Date of Assessment	9/23/2020
Date of Reassessment	02/02/2021

### Scope of Service in Provincial Phase 2-3 of reopening:

Group Low Intensity Fitness opportunities including: Yoga, Muscle Max, Move to Improve, Fit and Functional, Joint Moves and Tai Chi.



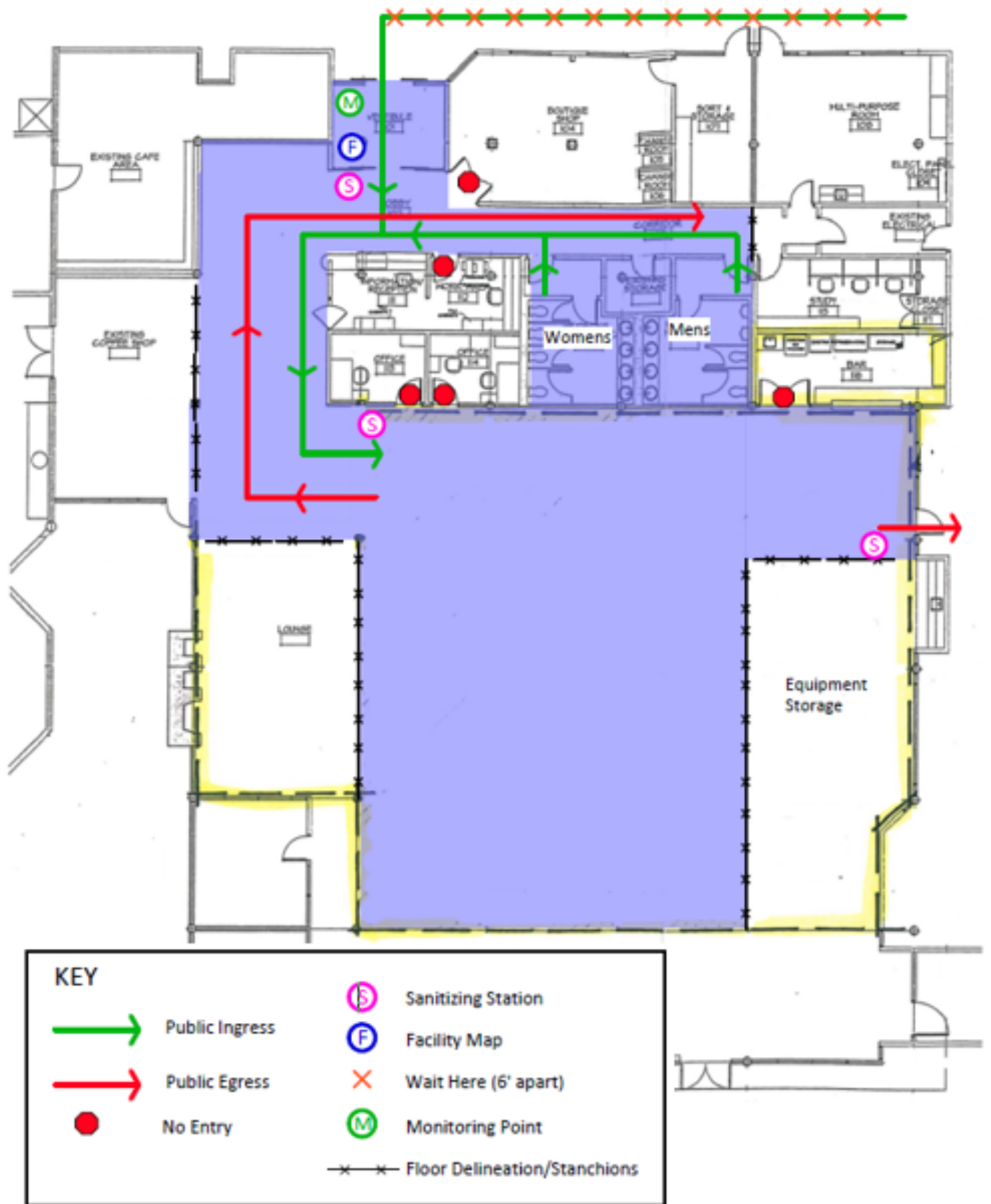
### Implications for Staff:

Fitness staff will be assigned to regular instructional functions as well as monitoring access, equipment cleaning and sanitation.




### General Information and guidelines for Group Fitness at KinVillage Community Centre


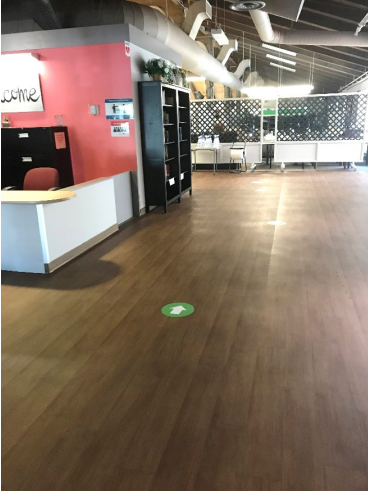

- All programming, whether drop-in or regular, must be registered for in advance. Onsite registration not available.
- Participants are asked to arrive 5 minutes prior to the start of their class. Staff will check-in all registered patrons and complete patron health screening before entering building.
- Once class is over, patrons are directed to leave through the designated exit. Please do not gather inside or outside of the facility.
- No outside equipment is allowed, except yoga mats and blocks for yoga classes. Cleaning spray bottles and disposable wipes are provided for patrons to wipe down any equipment before and after use.
- No food and beverage permitted, except for water bottles.
- Water fountains and taps are inaccessible for filling water bottles; participants to bring their own full.
- Participants are to follow the direction of the facility staff at all times while in the facility.
- Late admittance is not permitted.
- Patrons are asked not to bring personal items to class as there is no access to lockers and very limited space for items.

# Kin Village Recreation Centre



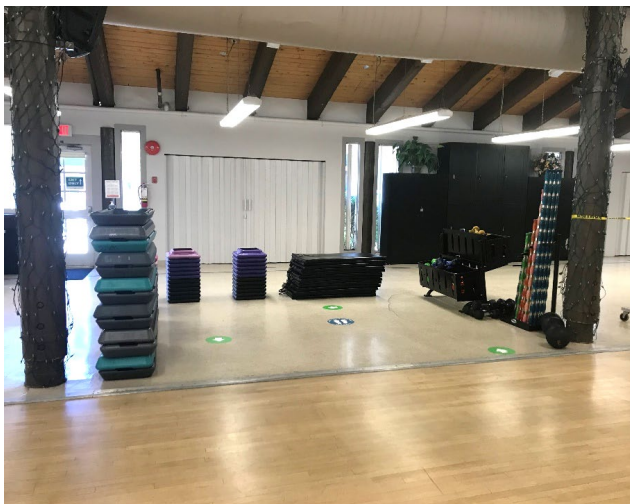
KEY	
	Public Ingress
	Public Egress
	No Entry
	Sanitizing Station
	Facility Map
	Wait Here (6' apart)
	Monitoring Point
	Floor Delineation/Stanchions

Potential Risk Exposure through being in close proximity to other employees		Protocols to be implemented
Identify locations where employees gather (break rooms, meeting rooms, etc.)	1. KinVillage Manager Office	<ul style="list-style-type: none"> <li>• KinVillage staff access to Manager Office only.</li> <li>• This room is designated as one person only.</li> </ul>
	2. Entrance/Exit	<ul style="list-style-type: none"> <li>• KinVillage is currently closed to the general public except for specific programming.</li> <li>• Fitness staff will use the main facility entrance to enter the building. They will exit using the emergency exit doors from the main hall.</li> <li>• Public will use the main facility entrance to enter and the emergency exit door from the main hall that exits directly to the outdoors for leaving the building.</li> </ul>
Potential Risk Exposure through contact with tools, machinery and equipment		Protocols to be implemented
Shared program supplies/space	1. Shared stationery items	<ul style="list-style-type: none"> <li>• All shared items will be cleaned by staff after use or at the end of the day, i.e. computer, pens, stationery items.</li> </ul>
	2. Shared fitness equipment	<ul style="list-style-type: none"> <li>• All shared items will be cleaned by public after use or by staff when returned for storage.</li> </ul>
	3. Staff break area 	<ul style="list-style-type: none"> <li>• Staff will be deployed to KinVillage for limited programming so a staff break area will not be necessary at this time.</li> <li>• Should a break area be needed there is ample space for staff to sit just off to one side of the fitness area.</li> </ul>
3. Washrooms  		<ul style="list-style-type: none"> <li>• Staff and patron can access washrooms that are in the main corridor, turn left at the entry instead of right that would lead to the main activity area.</li> <li>• The capacity of each washroom is two (2) persons.</li> <li>• Women's washroom: The middle sinks have been closed and 1/3 stalls have been closed to allow for adequate distancing.</li> <li>• Men's Washroom: the middle sinks have been closed and ½ stalls and urinals have been closed to allow for adequate distancing.</li> <li>• Signage in the washrooms reminds users to wash their hands for a full 20 seconds and to use paper towel to dry hands thoroughly after washing.</li> </ul>

<b>Potential Risk</b> <b>Exposure through interaction with / being in close proximity to members of the public</b>	<b>Protocols to be implemented</b>
<p data-bbox="107 212 256 415">Meeting participants as they use the facilities for their activities</p> <p data-bbox="302 212 894 275">1. Staff engaging with participants before session starts – checking in.</p> <div data-bbox="428 296 794 779">  </div> <div data-bbox="428 793 794 1283">  </div> <div data-bbox="428 1297 794 1787">  </div>	<ul data-bbox="943 212 1531 1283" style="list-style-type: none"> <li>● Patrons will wait in a line outside the building area on designated spots that are 2m in distance from each other.</li> <li>● Staff must wear both a face mask and face shield when checking in their patrons.</li> <li>● At the session start time, staff will check in with each patron, ensuring their correct name and number is on the reserved class list, perform health screening and review COVID rules.</li> <li>● Patrons will be asked to sanitize their hands on entry to the building and before touching equipment.</li> <li>● KinVillage and Delta Fitness Staff will verify that patrons have done their Health Screening.</li> <li>● Fitness staff will review layout of facility, including circulation path around facility, to familiarize patrons prior to entry.</li> <li>● Personal belongings will be stored in designated area.</li> <li>● Designated washrooms are available in the main hall which is to the left as you enter the front door. Occupancy of washrooms is 2 people.</li> <li>● To get to the activity area patrons will follow the directional arrows past the lounge area.</li> <li>● Patrons will sanitize their hands and take a spray bottle and wipes to one of the fitness dots on the floor.</li> </ul>

Participants as they use the facilities for their activities

2. Fitness class instruction



- If staff need to provide instruction that is closer than 2m they should don a face shield as well or ensure that the instruction is for 2-3 minutes at the most.
- Patrons will wear a mask when transitioning to and from the activity.
- The instructor will teach from the stage, which is an instructor designated area only.
- Instructor will provide verbal rather than hands-on corrections and maintain a minimum of 2m physical distancing.
- Exit door can be propped open to allow for additional fresh air.
- Patrons must keep a minimum of 3m between others in all directions when exercising and a minimum of 2m otherwise.
- Instructor will use supplied wireless mic and personal windscreen for all classes and keep music below speaking volume.
- Mic will be cleaned after each use.

3. End of activity and exiting the building



- Patrons will disinfect any equipment used and return it to fitness storage area.
- Patrons will be directed to depart by the side door. This door is an exit only and patrons cannot reenter by this door once they leave.
- Patrons are asked to proceed directly to their vehicles and not to gather in the parking lot.

4. Collection of Payment

- Patrons will register online at DeltaReg.ca or over the phone with customer service to reserve their class.
- Cashier services are not available at this time.

5. Provision of First Aid

**Delta** COVID-19 PROTOCOL – FIRST AID

**Health and Safety is Our Priority**

The following protocol will ensure that you are able to adequately protect yourself from potential exposure to COVID-19 and applies to all Occupational First Aid Attendants that provide first aid at the City of Delta workplaces. This protocol will be in effect until further notice.

**Exposure Risk:** First Aid Attendants are at an increased risk of exposure to COVID-19 because there will be times that you will not be able to maintain a physical distance of 2 metres from a patient. COVID-19 is most often transmitted via droplets generated when a person coughs or sneezes when you have had prolonged close contact (within 2 metres) or if you touch something with the virus on it and then touching your mouth, nose, or eyes.

**When you receive a first aid call, if possible, gather the following information:**

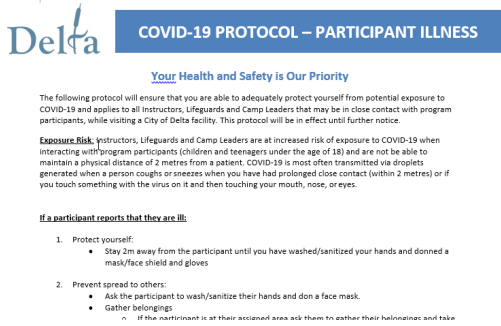
- What are the circumstances surrounding the call for assistance
- Are critical interventions likely required? If so, call 911.
- Are there any obvious symptoms of COVID-19? Has the patient been in contact with anyone who has COVID-19 symptoms or travelled outside of Canada in the last 14 days?


- In the event that injuries/illness is significant, 9-1-1 should be called immediately as there are no first aid attendants at this site.
- Staff will have access to AED and follow all COVID-19 protocols with its use. Staff will have access to AED and follow all COVID-19 protocols with its use.

Participants as they use the facilities

6. Patron becomes unwell during program session



- If the patron has an illness and COVID-19 status is unknown Fitness staff will:

<p>for their activities</p>	 <p><b>Delta</b> COVID-19 PROTOCOL – PARTICIPANT ILLNESS</p> <p><u>Your Health and Safety is Our Priority</u></p> <p>The following protocol will ensure that you are able to adequately protect yourself from potential exposure to COVID-19 and applies to all Instructors, Lifeguards and Camp Leaders that may be in close contact with program participants, while visiting a City of Delta facility. This protocol will be in effect until further notice.</p> <p><b>Exposure Risk:</b> Instructors, Lifeguards and Camp Leaders are at increased risk of exposure to COVID-19 when interacting with program participants (children and teenagers under the age of 18) and are not able to maintain a physical distance of 2 metres from a patient. COVID-19 is most often transmitted via droplets generated when a person coughs or sneezes when you have had prolonged close contact (within 2 metres) or if you touch something with the virus on it and then touching your mouth, nose, or eyes.</p> <p><b>If a participant reports that they are ill:</b></p> <ol style="list-style-type: none"> <li>1. Protect yourself: <ul style="list-style-type: none"> <li>• Stay 2m away from the participant until you have washed/sanitized your hands and donned a mask/face shield and gloves</li> </ul> </li> <li>2. Prevent spread to others: <ul style="list-style-type: none"> <li>• Ask the participant to wash/sanitize their hands and don a face mask.</li> <li>• Gather belongings <ul style="list-style-type: none"> <li>◦ If the participant is at their assigned area ask them to gather their belongings and take</li> </ul> </li> </ul> </li> </ol>	<ul style="list-style-type: none"> <li>○ Ask the patron to sanitize hands, put on a medical mask and leave the facility immediately. Supervisor / manager should follow up with the patron to ensure they have followed up with public health.</li> <li>○ In the unlikely event that the patron cannot leave on their own volition, the instructor should sanitize their hands, put on a medical mask and face shield and escort the patron to the isolation room and then request assistance from the supervisor on site or a patron in the class and advise that they should wear PPE (medical mask, face shield and gloves).</li> <li>● Staff will close spaces until which time as a deep clean of the isolation room and areas where the patron occupied and the washroom that the patron may have used are completed.</li> <li>● The isolation room at KinVillage is the men’s washroom.</li> </ul>
<p><b>Potential Risk Exposure through contact with “high-touch” surfaces</b></p>		<p><b>Protocols to be implemented</b></p>
<p>Identify surfaces that people touch often (doorknobs, washroom, fitness equipment, office and desk surfaces)</p>	<ol style="list-style-type: none"> <li>1. Door handles</li> <li>2. Door jams</li> <li>3. Fitness Equipment</li> </ol>	<ul style="list-style-type: none"> <li>● Leave doors open where possible.</li> <li>● Push the door open with hip/shoulder to avoid touching handle when entering.</li> <li>● Use a paper towel to open the door when exiting or sanitize your hands after touching handles.</li> <li>● Ensure that hand sanitizer is available at entry points so that hands are clean on entry.</li> <li>● Fitness staff will clean all high touch surfaces between sessions and as deemed necessary.</li> <li>● Ensure staff are cleaning door jams as part of their cleaning protocol for their own workstation.</li> <li>● Remind staff to avoid touching office handles/door frames.</li> <li>● Wash or sanitize your hands before using.</li> <li>● If in doubt sanitize your hands after using.</li> <li>● Staff will clean all high touch surfaces frequently.</li> </ul>

<p>Identify surfaces that people touch often (doorknobs, washroom, fitness equipment, office and desk surfaces)</p>	<p>4. Washrooms</p>	<ul style="list-style-type: none"> <li>• Public washroom are available in the main hallways. The occupancy of each washroom will be two (2) people</li> <li>• Patrons will be reminded to sanitize hands before entering washroom and after using the washroom.</li> <li>• Washrooms are cleaned by KinVillage contract cleaning staff twice daily.</li> </ul>
	<p>5. Light switches</p>	<ul style="list-style-type: none"> <li>• Staff will sanitize hands prior to entering the building and prior to entering rooms – this will keep light switches clean.</li> <li>• Ensure hands are sanitized prior to entering rooms</li> <li>• Light switches will be cleaned at the end of the day by KinVillage contracted cleaning staff.</li> </ul>
	<p>6. General public hygiene practices</p>  <p>The infographic 'Prevent the Spread of Infections' features several key messages:     <ul style="list-style-type: none"> <li><b>Cough or sneeze into your elbow or a tissue. Throw away used tissues immediately.</b> (Illustrated with a person coughing into their elbow and a hand disposing of a tissue).</li> <li><b>Wash your hands frequently with soap and water for at least 20 seconds, especially after being in public, blowing your nose, coughing or sneezing.</b> (Illustrated with hands being washed under a faucet with a '20' timer icon).</li> <li><b>Don't touch your eyes, nose or mouth.</b> (Illustrated with a hand reaching for the face and a 'no touch' symbol).</li> <li><b>Clean and disinfect frequently touched surfaces, especially when someone is sick.</b> (Illustrated with a hand using a spray bottle on a surface).</li> <li><b>Keep at least 2 metres from others, whenever possible.</b> (Illustrated with two people standing apart with a '2 metres' distance marker).</li> <li><b>Avoid close contact, such as shaking hands. Find a way to greet that doesn't involve touching.</b> (Illustrated with a 'no handshakes' symbol and a person waving).</li> <li><b>Stay home if you are sick.</b> (Illustrated with a house and a person with a fever icon).</li> </ul> </p>	<ul style="list-style-type: none"> <li>• Signage will be displayed that clearly states that they are not to come into the facility if they are feeling unwell, if they have travelled outside of Canada, if they have been told to self-isolate or they have had close contact with anyone suspected of having or being tested for COVID-19.</li> <li>• No food and beverage are allowed including water fountain access.</li> <li>• Water bottle filling not permitted.</li> <li>• Facility staff will proceed with cleaning and sanitizing the general lobby, washrooms, and door handles and other high-touch surfaces between program sessions.</li> <li>• Hand washing signage will be posted in every washroom. Hand sanitizer should be available outside of washroom doors.</li> <li>• Hand sanitation stations will be available at the facility entry points and entry into the fitness spaces.</li> <li>• Participants and staff will be encouraged to wash/sanitize hands frequently.</li> <li>• KinVillage contracted cleaning staff will disinfect all high touch points, occupied spaces and washroom facilities regularly.</li> </ul>

Identify surfaces that people touch often (doorknobs, washroom, fitness equipment, office and desk surfaces)

7. General staff hygiene practices

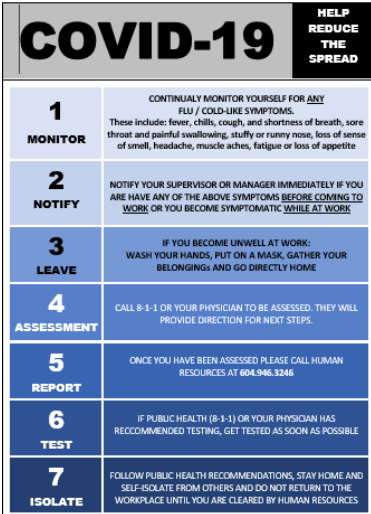
PLEASE WIPE DOWN YOUR WORK AREA REGULARLY

- Ensure staff are cleaning their personal work surfaces regularly, i.e. at the end of each day at minimum.
- Chemical handling gloves will be provided for cleaning if required.
- Ensure that staff have reviewed WHMIS SDS on cleaning products to determine if PPE is necessary.
- Each area will have a supply of disinfection product (i.e. Oxivir) and disposable wipes (where appropriate).
- Ensure that hand sanitizer is easily assessable for staff.
- Personal items that are not necessary for the performance of one’s job duties should be left at home.

**Potential Risk**  
**Other potential risks:**

COVID-19 Safety Plan


1. Staff becomes ill at work



**Protocols to be implemented**

- All Staff will be actively screened prior to coming to work or before entering the workplace.
- Review and post and **COVID-19 Protocol - If you become ill at work.**
- If a staff member becomes ill while at work they are to sanitize their hands, don a medical mask and immediately report their illness to their supervisor or facility supervisor, gather their belongings and directly leave the building and go directly home.
- Staff will call Human Resources COVID team member at 604.952.5400 when they get home and follow the guidance provided, which will include a COVID-19 risk assessment by 8-1-1.
- Supervisors/managers are to report any situations which might warrant contact tracing in the facility, i.e. close contact with other staff to the Occupational Health Nurse immediately.

2. Staff not feeling well before coming to work



**DO NOT ENTER IF YOU ARE SICK**

Please do not enter if you have ANY flu or cold-like symptoms.


**\*\*\*THERE IS NO TOLERANCE FOR STAFF COMING TO WORK WITH ANY COLD OR FLU-LIKE SYMPTOMS, EVEN IF THEY ARE MINOR!**

- Review **COVID-19 Sick Leave Policy** and post **COVID-19 Protocol - Health Surveillance.**
- Staff must perform a self-health check prior to coming to work.
- If staff elect not to do their health check online they must report to the front door for an in-person health screen.
- Staff that fail their health screen are not to come to work – they should remain home and call their supervisor/manager.
- If there was an error in their reporting they should call supervisor/manager from the parking lot.



		<ul style="list-style-type: none"> <li>• Staff must report to their supervisor/manager or facility on-call manager if they or anyone in their household have any listed symptoms, if they have travelled outside of Canada, if they have been in contact with anyone suspected or is being tested for COVID-19 or have been advised by Public Health to self-isolate.</li> <li>• Staff are expected to follow provincial Public Health guidelines when not at work.</li> <li>• <b>Staff are not to come to work until they speak with Human Resources 604-952-5400.</b></li> </ul>
<p>COVID-19 Safety Plan</p>	<p>3. Ensure employees are reminded to maintain their physical distance at all times</p> <div data-bbox="349 672 847 1071" data-label="Image"> </div>	<ul style="list-style-type: none"> <li>• Staff will make every effort to maintain 2m distance from each other and patrons of this facility.</li> <li>• Staff will receive training on physical distancing protocols.</li> <li>• Physical distancing signage will be displayed prominently.</li> <li>• Floor decals will cue employees and patrons to keep their distance.</li> <li>• Discourage other staff from impromptu dropping by the workspaces of others or going to other areas of the facility – stay with your own group.</li> <li>• Be kind and remind each other gently to follow the rules.</li> <li>• Thank others who give you space and respecting your 2m bubble.</li> <li>• Mask are mandatory for staff unless they are sitting in an office or cubicle that is closed. Masks are mandatory in all open spaces, common areas or shared areas.</li> <li>• Staff are required to wear masks unless they are actively engaged in exercise instruction.</li> <li>• If unable to maintain 2m distancing masks/face shields to be worn, see <b>COVID-19 Protocol – When to wear cloth masks, medical masks and protective eye wear.</b></li> </ul>
	<p>4. General staff hygiene</p> <div data-bbox="454 1495 738 1900" data-label="Image"> </div>	<ul style="list-style-type: none"> <li>• Ensure that all staff have had training, have reviewed and have provided written acknowledgement that they understand new COVID-19 policy, procedures and protocols contained in the Delta’s COVID-19 Safety Plan and LLC Fitness COVID-19 Exposure Control Plan.</li> <li>• Ensure safety board is visible and assessable and that signs COVID-19 Safety Plan and Facility/Department ECPs are prominently displayed.</li> <li>• Remind staff of their responsibilities when it comes to respiratory hygiene (cover your cough and not touching their eyes, nose or mouth with</li> </ul>

		<p>their hands, if using tissue to contain secretions dispose of it garbage and sanitize/wash hands.</p> <ul style="list-style-type: none"> <li>• Ensure the staff wear appropriate PPE when cleaning and are aware of the cleaning products SDS.</li> <li>• Staff to wear a clean staff uniform each day.</li> <li>• Supervisor/manager will try and keep staff working with the same staff to minimize cross contamination.</li> </ul>
<p>COVID-19 Safety Plan</p>	<p>5. People entering personal 2m space</p>	<ul style="list-style-type: none"> <li>• Review and post <b>COVID-19 Physical Distancing Protocol</b>.</li> <li>• Staff are discouraged from visiting other areas of the facility.</li> <li>• Use zoom meetings or set up a meeting in a meeting area if face-to-face is necessary.</li> <li>• <b>The most effective means of normalizing physical distancing is to practice it consistently, even with people you know and trust.</b></li> <li>• Be kind and remind each other gently to follow the rules.</li> <li>• Masks are required for all staff in all common spaces within the facility.</li> <li>• Each staff has received two 3-layer cloth face mask for use at work and medical masks are available for those times where physical distancing cannot be maintained. <b>See: COVID-19 Protocol – When to wear cloth masks, medical masks and protective eye wear</b></li> <li>• Signs are posted where masks are mandatory within facility.</li> </ul>
	<p>6. Contractors</p>	<ul style="list-style-type: none"> <li>• Facility staff will be responsible for conducting the <b>COVID-19 Protocol - Contractor Briefing</b>.</li> <li>• All contractors must be screened and have their contact information recorded.</li> <li>• Contractors will be required to wear a face mask while in the building.</li> <li>• Contractors will be provided clear guidelines when entering building for maintenance issues.</li> <li>• All areas will be disinfected after contractor leaves.</li> </ul>
	<p>7. Visitors</p>	<ul style="list-style-type: none"> <li>• KinVillage Community Centre is not open to visitors; it is only open to registrants of programs or groups that have rented/leased space.</li> <li>• If a visitor is to attend this facility, the visitor's contact at the facility must follow the Visitors the City's <b>COVID-19 Visitor Briefing Protocol</b>.</li> <li>• Visitors, they must provide their name and phone number for the purposes of contact</li> </ul>

		<p>tracing and this information will be stored on site for 30 days.</p> <ul style="list-style-type: none"> <li>• Visitors must be actively screened by a KinVillage or Delta staff member prior to entry.</li> <li>• Visitors must follow Delta’s Mask Policy</li> </ul>
<p>COVID-19 Safety Plan</p>	<p>8. PPE</p> 	<ul style="list-style-type: none"> <li>• Ensure that staff know when and how to wear PPE as appropriate.</li> <li>• Ensure that staff understand the correct way to wear a masks and what they should not do when wearing a mask.</li> <li>• Review <b>COVID-19 Protocol – When to wear cloth masks, medical masks and eye wear.</b></li> <li>• Ensure that PPE is cleaned and stored appropriately.</li> <li>• If you are wearing a medical mask, they can be reused if kept clean and dry and stored properly, i.e. place in large envelope when not in use.</li> <li>• When a medical mask is wet, dirty or damaged it must be discarded in a waste bin.</li> <li>• PPE should be kept readily available in the event it is needed to be donned quickly.</li> <li>• See donning and doffing instructions for masks, shields and gloves.</li> <li>• See cleaning instructions for face shields.</li> <li>• Gloves will be available but does not replace the need for scrupulous handwashing.</li> </ul>

**HAZARD CONTROLS**

**KinVillage Community Centre** is a facility not owned and operated by the City of Delta. Fitness staff are to follow facility protocols if there are specific protocols not contained in this document. In the absence of COVID-19 protocol staff will abide by the protocol and procedures in this document.

Delta Fitness Staff will have a limited number of fitness classes at this site. Currently there are no other types of programs being held at this community centre while Fitness staff are in the building.

Staff are to model physical distancing and COVID-19 protocols by discouraging gathering amongst themselves, sanitizing hands when entering washrooms, and wearing PPE correctly when it is needed and diplomatically identifying behaviours that put others at risk.



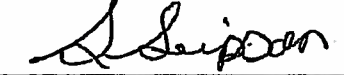
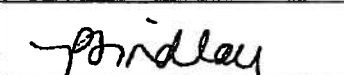

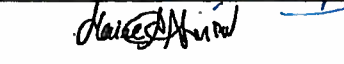
Pandemic COVID-19 procedures and protocols will be updated in accordance with BCCDC, WorkSafeBC and Provincial Public Health directives.

Staff must understand that there is no tolerance for coming to work ill, even if symptoms are mild. There is no tolerance for putting other staff, patrons or the community at risk. When ill you are expected to self-isolate.

If staff need to be in close contact with each other, they must wear PPE as outlined in Delta's COVID-19 Safety Plan and the applicable protocols. Staff must receive training on how and when to wear a face cover, how to clean and store it. Note that masks are mandatory for all Delta employees and for all patrons that enter the facilities.

All staff must participate in onsite orientation/training and have a good understanding of how to mitigate exposure to self and others. All staff are required to verify that they have reviewed and understand expectations outlined in Delta's COVID-19 Safety Plan.

Ingress and Egress routes, participant movement and departure and cleaning protocol were developed for each site in consultation with a JOHSC member, a frontline staff member, the facility manager, the program manager and the Occupational Health & Safety Representative. Staff are asked to provide feedback to this plan as issues are identified. If changes are needed, the Manager Lead will advise the Health & Safety Representative and changes will be made to this document and it will be reissued. All changes must be done in consultation with the BRC member.

Reviewer	Signature	Date
Manager (Lead) Carol Chard		Feb 25, 2021
KinVillage Representative Bettina Salini		Feb 24, 2021
OHS Representative Shelley Simpson		Feb 24/2021
Employee Representative Pam Findlay		Feb 23/21
Director Ken Kuntz		Feb 26 2021
Health & Safety Representative Elaine Alger		February 22, 2021