

# UNA STAFF SAFETY PLAN FOR COVID-19

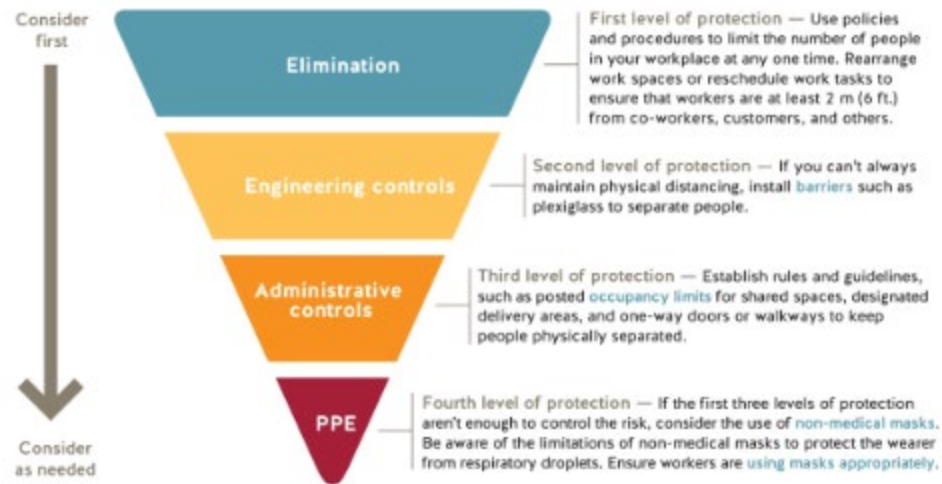
## Introduction

All UNA facilities including, the Main Office, Wesbrook and Old Barn Community Centres have been closed since March 17, 2020. The following guidelines for a safe return to operations have been created using the *Recreation and Parks Sector Guideline for Restarting Operations* released by the BC Recreations and Parks Association (BCRPA) the request of the Ministry of Tourism, Arts and Culture and the Provincial Health Office. As of August 2020, we are in Phase 3 the province's *BC Restart Plan*. Significant updates were provided to accommodate the PHO order issued December 9<sup>th</sup>, 2020, including a section to address the restarting of low intensity physical activity programs. This includes an updated room capacity list, where physical activity programs occur. Adjustments are reflective of the minimum 2.5 meters of space required between anyone who is exercising indoors.

This document will outline the measures in place in order to offer recreational, cultural and social programming at the Wesbrook Community Centre. COVID-19 Health and Safety Procedures have been developed to specifically address the needs of each of the programs that the UNA will be offering.

All community recreation programs and the facilities in which they are run have been reviewed and modified to meet the recommendations of the Provincial Health Office (PHO). The PHO recommends implementing modifications that fall in the following categories:

- **Physical distancing measures** – measures to reduce the density (intensity and number of contacts) of people in your setting.
- **Engineering controls** – physical barriers (e.g. Plexiglas barriers; one-way systems for customer flow; physical space between seating).
- **Administrative controls** – rules and guidelines to reduce the likelihood of transmission in your setting (e.g. stay away if sick; limited hours of operation).
- **PPE** – use of non-medical masks.



## Step 1: Assessing the risks

- The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes and from touching a contaminated surface before touching the face. Higher risk situations require adequate protocols to address the risk.
- The risk of person-to-person transmission is increased the closer you come to other people, the amount of time you spend near them, and the number of people you come near. Physical distancing measures help mitigate this risk.
- The risk of surface transmission is increased when many people contact same surface, and when those contacts happen in short intervals of time. Effective cleaning and hygiene practices help mitigate this risk.

The following steps have been taken to identify the risks in our community centres and administrative office.

- We have involved frontline workers: Front Desk (FD) Attendants, FD Leads, FD Supervisor and Program Coordinators
- We have involved supervisors: Recreation Manager, Operations Manager and Communication Manager
- We have involved the UNA's Health and Safety Committee.

The following areas have been identified as where people gather:

### 1. Old Barn Community Centre

- Outdoor spaces
  - Jim Taylor Park
  - UNA Children's Community Garden
- Indoor spaces
  - Front desk
  - Lobby
  - Washrooms
  - Office

- Meeting Room 1
- Meeting Room 2
- Upper-level seating area (outside Meeting Rooms 1 & 2)
- Living Room
- John Young Room
- Elevator
- Stairs x 2

## **2. Wesbrook Community Centre**

- Indoor spaces
  - Art Room
  - Board Room
  - Childminding Room
  - Classroom
  - Dance Studio
  - Fitness Centre
  - Front Desk
  - Green Depot
  - Gymnasium
  - Instructor Room
  - Lobby
  - Lounge
  - Multi-Purpose Room
  - Programmer's Office
  - Social Room & Kitchen
  - Staff Meeting Room
  - Staff Room
  - Teen and Seniors Centre
  - Washrooms
  - Studio A
  - Studio B
- Outdoor spaces
  - UNA Community Field
  - Splash Pad

## **3. Main Office**

- Board Room
- Lunch Room
- Reception Area
- Offices x 5
- Common Cubicle Area

## **4. Outdoor Fields**

- Field
- Seating area
- Bench
- Covered bench area

The following were identified as job tasks and processes where workers are close to one another or members of the public are found throughout our facilities:

- Coordinators – working with staff, instructors, camp leaders, front desk team, participants/parents
- Camp Leaders – working with participants, parents, coordinators
- Front Desk Leads and Attendants – working with staff, instructors, camp leaders, coordinators, managers, participants/parents, customer, volunteers, delivery and pick up company, Janitor
- Instructors – working with participants, coordinators, Front Desk team
- Managers
- Silver Star Staff
- Tricom Staff

The following were identified as tools, machinery, and equipment that workers share while working and are found throughout our facilities:

- Phones
- Workstations
- Copy machine
- Card printers
- Cleaning equipment (spray bottles, rags, brooms, mops)
- Office chairs
- Office supplies
- Desks (staff meeting room, staff room, front desk, staff desk)
- Key boxes and key sets
- Refrigerator
- Program-specific equipment (sandwich board, cones, Bluetooth speaker)
- Cash register
- Lost and found
- Electronic equipment including WCC stage and meeting rooms AV equipment
- Microphones

The following were identified as surfaces that people touch often:

- Doorknobs and frame
- Elevator buttons
- Faucet levers
- Water fountain
- Handrails
- Light switches
- Microwave buttons
- Refrigerator handles
- Keys
- Alarm code box
- Shared table surfaces (front desk, kitchen counters and tables)
- Drawer handles, Cabinet handles
- Desk edge
- Front desk counter
- Classroom desks
- Shared chairs (both seats, seat backs, and arm rests)



- Piano

## Step 2: Implementing protocols to reduce the risk

Frontline workers, supervisors and the joint health and safety committee have been involved in the creation of these procedures and have been informed by the order, guidance and notices issued by the Provincial Health Office that are relevant to our industry. Industry specific protocols have been implemented following the guidelines produced by WorkSafe BC and include guidelines for:

- Office Space: <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/offices>
- Day Camps: <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/child-care>
- Fitness Centre: <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/gyms-and-fitness-centres#collapse-320A9990B05D4FA5A5399960AA3F81E4>
- BC Recreation and Parks Restart Guidelines: <https://www.bcrpa.bc.ca/media/242766/bcrpa-restarting-guidelines-final.pdf>



## First Level

The **First Level Protection (Elimination)** includes limiting the number of people at our workplace and ensuring physical distancing. These include determining occupancy limits in our building, by maintaining a 5 m<sup>2</sup> space between staff and participants always. Occupancy limits for each building are listed below.

### Wesbrook Community Centre Occupancy Limits

	Area m <sup>2</sup>	Social Distancing Area Required m <sup>2</sup>	Max Capacity	70% of the Max Capacity or best recommendation
<b>Level 1</b>				
Gym 112	644	7	92	64
Social Room	82	5	16	11
Art Room	87	5	17	12
Programmer Room	29	5	6	4
Managers Office	11	5	2	2
Staff Meeting Room	15	5	3	2
Kitchen Room	15	5	3	2
Reading Area	70	5	14	10
Teen Center	62	5	12	9
Green Depot	28	5	5	3
<b>Level 2</b>				
Fitness Center	196	7	39	8
Multi Purpose Room	84	5	17	12
Dance Studio	92	7	13	10
Class Room 208	47	5	9	7
Board Room	38	5	8	5
Music studio A & B	24	5	5	3
Child Minding Room	68	5	14	10



### Old Barn Community Centre Occupancy Limits

Main Floor	Area m <sup>2</sup>	Social Distancing Area Required m <sup>2</sup>	70% of the Max Capacity or best recommendation
Lobby Area	27	5	5
Old Barn Office	57	5	11
John Young Room	47	5	9
Living Room	130	5	26
Fitness Center	71	7	2
Men's Bathroom	14	5	3
Women's Bathroom	22	5	4
Elevator	4	5	1
2nd Floor			
Meeting Room 2	67	5	13
Meeting Room 1	91	5	18
Open Space	25	5	5
Kitchen	12	5	2
Storage Room	32	5	2

### UNA Main Office Occupancy Limits

Main Floor	Area m <sup>2</sup>	Social Distancing Area Required m <sup>2</sup>	Max Capacity	70% of the Max Capacity or best recommendation
Reception	14.8	2	7	2
Board Room	9.2	2	5	2
Marketing and Communications Coordinator Office	7.2	2	4	2
Communication Manager's Office	6.1	2	3	1



Operations Manager's Office	8.8	2	4	2
Chief Administration Officer's Office	9.2	2	5	2
Open Office Area	32.5	2	16	4
Finance Manager Office	8.9	2	4	2
Kitchen	5.5	2	3	1

Combined with posting occupancy limits in each of our facilities rooms and gathering spaces, we have created a work from home policy that encourages employees to do so, when possible.

We've determined that no visitors are to be allowed in the Programming Offices of the recreation centres. Presently, program participants will be asked verbal symptom screening questions that will determine whether they are well enough to enter the facility and participate in the program.

The centres will remain closed to the public and will only allow registered program participants, fitness centre users who have booked an appointment and customers who have booked an appointment for administrative services (such as parking and UNA Access Card Renewal) to enter the facility.

Side doors will be used for program participants entry and exiting of the building during programming hours and all interior doors will be propped open so as to limit touch points while in the centre. For fitness centre and administrative appointment bookings, as well as programs participants attending programs that occur on the 2<sup>nd</sup> floor of WCC, customers will enter through the lounge doors and follow one way directional instructions, exiting out the east stairwell doors.

## Second Level

The *Second Level of Protection (Engineering)* includes the installation of barriers at the front desk and fitness centre desks have been added, along with a cleaning protocol for the barriers. We have been careful to not introduce others risks to workers, by installing the barriers in unsafe locations.

## Third Level

*Third Level of Protection (Administrative)* rules and regulations have been implemented including:

- a sign-in and sign-out procedure upon entry and departure
- the securing of all doors and the necessary use of fobs for opening
- leaning into doors with fob access instead of using the handles and creating more touchpoints
- creating through passageways so less touchpoints are created
- regular hand washing
- cleaning surfaces protocols

- clear signage and training outlining the rules and guidelines for workers

#### Fourth Level

The *Fourth Level of Protection (Personal Protective Equipment)* includes the wearing of masks.

#### Mask Policy

UNA Mask Guidelines (Updated: December 2020)

For the health and safety of staff, contractors and visitors, and to reduce the spread of COVID19, the University Neighbourhoods Association (UNA) requires the wearing of masks in all UNA indoor facilities effective immediately.

#### Mask Requirement

Wearing a face mask is an additional safety measure that can reduce the risk of transmission of the COVID-19 virus. Some exemptions will apply to this requirement; however, the UNA is requiring all individuals entering UNA indoor facilities to wear a face mask. This includes:

- Visitors participating in recreational programs or availing of services offered in UNA facilities
- Employees and contractors working or providing a service in the UNA Main Office, Wesbrook Community Centre and Old Barn Community Centre

Face masks must be worn properly, as directed by the BC Centre for Disease Control (BCCDC) – covering the nose, mouth and chin.

This face mask requirement is a precaution in addition to (not a substitute for) physical distancing, handwashing, staying home when feeling sick or having flu-like symptoms. Please refer to the UNA COVID-19 Safety Policies and the UNA Staff Safety Plan for other safety measures.

#### Mask Exemptions

Those exempt from wearing a face mask inside UNA facilities include individuals:

- Who are five years old and under
- With a sensory disability
- With a cognitive disability
- With a physical disability
- With a chronic respiratory health condition
- Who are deaf or hard of hearing
- Who are unable to wear or remove a mask without assistance
- Who are unable to wear a mask due to trauma, anxiety or psychological distress

Those unable to wear a mask are asked to maintain 3m of physical distancing for their safety and the safety of others.

It is important to the UNA that individuals who are unable to wear a mask are not stigmatized or judged. Kindness, understanding and patience must be exercised especially during this time of adjustment and uncertainty.

#### Mask-Optional Activities

- Working in a personal office/workstation
- Other situations at the discretion of the program instructor/UNA staff

Individuals are welcome to wear a mask while participating in mask-optional activities.

#### Compliance and Enforcement

Individuals are asked to bring and wear their own face masks. The UNA will provide a disposable face mask, if necessary. Everyone is expected to wear their face masks properly. Posters on how to wear a face mask from the BCCDC can be found around UNA facilities for reference.

The UNA has taken careful considerations following BC Recreation and Parks Association, WorkSafe BC and BC provincial government guidelines in creating protocols to be able to operate safely. We are committed to providing a safe, inclusive and welcoming environment for all visitors, staff and contractors. Our expectation is for everyone to behave in a socially responsible manner. Individuals not wearing a mask will be reminded by staff of the mask requirement. Accommodations outside of what's been stated above will only be made at the discretion of UNA staff.

## Step 3: Develop Policies

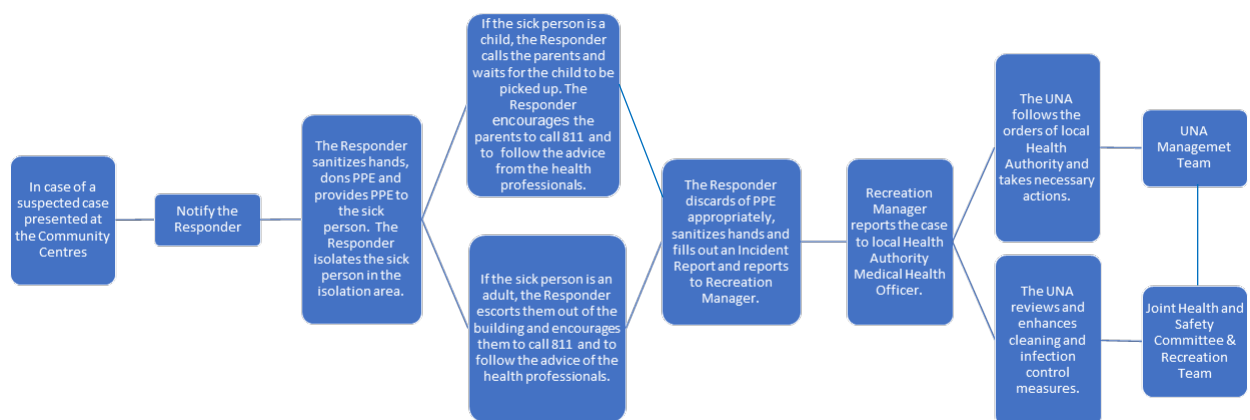
Our workplace policies ensure that workers and others showing symptoms of COVID-19 are prohibited from the workplace. Measures in place include:

- Reporting of a sick worker to their direct supervisor.
- Requiring workers to stay home, if they have had symptoms of COVID-19 in the last 10 days. (Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.)
- Requiring workers to stay at home, if they are a suspected or confirmed COVID-19 case.
- Requiring workers to stay at home, if they have travelled abroad.
- Requiring workers to stay at home, if they have come into close contact with a person who is a confirmed COVID-19 case.
- Purchasing of an electronic temperature reader to check staff body temperature upon arrival to the workplace, as needed.
- Posting of facility and room capacity signage.
- Prohibiting visitors to enter the building.
- Ongoing development of workplace conflict resolutions training.

#### Outbreak Mitigation Plan

- If a program participant or staff member develops symptoms while participating in the program or while at work, they will be isolated away from the rest of the participants or staff members.
- If the individual is an adult, they will be given PPE, isolated, and asked to leave the facility. If the program participant is a child, the parent or caregiver will be notified immediately to come and pick up the child. · If the child or participant is exhibiting COVID like symptoms the instructor should contact the designated responder immediately who will handle the donning of PPE, the isolation of the child, and the contacting of their guardian.
- If the child or participants symptoms are severe then 911 should be called immediately.
- The program participant will be isolated in the Teen and Seniors Centre of the Wesbrook Community Centre. Staff can consider opening exit patio doors and windows to promote airflow. · The Responder will continue to supervise the child until the parent or caregiver is able to pick them up.
- Staff will don PPE during all interactions with the child or participant and should avoid contact with the persons respiratory secretions.
- Staff should perform hand hygiene (washing or sanitizing their hands) before donning a mask, before and after doffing the mask, and before and after touching any items used by the person.
- Items used by the child or participant while isolated will be cleaned and disinfected after the child has been picked up.
- If a participant or staff member tests positive, public health will contact and instruct families or staff, as necessary.
- The UNA may be asked to participate with and facilitate Public Health Officials in identifying all contacts; public health will determine at-risk contacts and reach out to them regarding self-isolation.
- The UNA will work with the advice of the Public Health Authority on communications and determining if there are risks to the individuals or others participating in the program. Public health may work with the UNA staff and its instructors to notify those at risk. Mass communications by the UNA, or messaging to potential contacts, will be at the advice of Public Health Officials.
- If a positive case is confirmed, the UNA will follow the health authorities' recommendations regarding the continuation of all programs.

This flow chart is created to outline the process, actions and staff involved in response to a suspected case should it be presented at the UNA Community Centres.



Any sick worker will be advised to:

- Sanitize their hands
- Wear a mask
- Self-isolate in the Lounge area of Wesbrook Community Centre or the Fitness Centre of the Old Barn Community Centre
- Return home
- Consultee with Healthlink BC by calling 811
- If necessary, contact 911

Tricom will provide decontamination service for any surface that the ill worker has come into contact with.

### **Additional Health Screening for Workers**

To comply with the updated November 7<sup>th</sup> order, the UNA will be requiring all staff and contractors conducting work in any UNA facility to fill out the following screening form before the start of their workday or shift. [\(LINK\)](#)[\(LINK\)](#)

## Step 4: Develop Communication Plans and Training

A training plan has been developed to make sure everyone in the workplace including external contractors and instructors know how to keep themselves safe while at the workplace. The training is a combination of a recorded teleconference webinar delivered through Microsoft Teams, a PowerPoint presentation and videos that were developed by health authorities regarding proper cleaning techniques and sanitization. The latest staff training was delivered Thursday September 10<sup>th</sup>, 2020 in person and through our virtual teams platform. The training was recorded for employees who were unable to attend either in person or virtually. These employees are required to view the recording and sign off on a September 10<sup>th</sup> COVID-19 Staff Safety Training attendance sheet.

The main entrance of each facility will have a poster indicating who is restricted from entering the premises, including visitors and workers with symptoms.

Posters and signage have been developed highlighting the importance of proper social distancing techniques and hygiene practices. Signage citing occupancy limits are posted throughout all facilities.

Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed including;

### Department Manager's Responsibilities

- Ensure Self-isolation for employees who have symptoms of COVID-19 for a minimum of 14 days, arrange asymptomatic employee to work remotely from home.
- If a case or outbreak is suspected, call 911 if it is an emergency, or 811 for health advice.
- Report any suspected case(s) of COVID-19 like illness among patrons or employees to the local Health Authority Medical Health Officer.
- Information provided by an employee to you regarding their health is generally considered to be personal information under provincial privacy legislation (FOIPPA), and this information should not be shared with co-workers or your employee's co-workers.
- Disclosure should avoid identifying information and be limited to the extent it is necessary to take precautions to protect health and safety. Similarly, patron information must remain confidential if a case is confirmed.
- If a case or outbreak is confirmed, follow the orders of the local Health Authority

Furthermore,

- All staff are trained with COVID 19 training -
- All staff have received a copy of COVID 19 Health And Safety Guideline in Email and Outlook.

## Step 5: Monitor Your Workplace and Update Your Plan as Necessary

We have a plan in place to monitor risks, including monthly Health and Safety Committee meetings to address any outstanding concerns and update the current safety plan as needed. Workers have been advised who the members of the Health and Safety Committee are; and know who to go to for health and safety concerns. When resolving safety issues, we will involve the Health and Safety Committee and senior management. We have also **established an internal COVID 19 communication flow between staff, supervisors, and the management team.**

## Step 6: Assess and Address Risks from Resuming Operations

We have developed and implemented an all staff COVID19 training plan and have developed an online depository for our internal training materials. We have a training plan for new staff who will be added to our existing training plan and updated as necessary. This training plan includes training for staff taking on new roles and responsibilities. **Furthermore, we have created a depository of COVID19 training material as part of new staff onboarding procedures.** Changes to our business including new policies and processes, including the use of shared workspaces and equipment has been addressed in our training plan. We have identified a safe process for cleaning systems and lines of product that have been out of use.

## Conclusion

The UNA strives to create a healthy and safe workplace for its staff and program participants. We are committed to developing this safety plan and to create further policies and procedures to ensure the health and safety of all workers and patrons.

**Revised COVID-19 Safety Plan addressing Group Low Intensity Exercise**

Presently no high or low intensity physical activity is permitted. Individual lessons and work outs may continue however, participants are required to wear a mask at all times even while exercising and maintain 3m of distance. Further information regarding Indoor Exercising Requirements can be found below.

**Indoor Individual Exercise Requirements March 31, 2021****Case Finding and Contact Tracing**

☐ Contact information (name and phone number or e-mail) of staff and participant attendance must be collected and kept in a format that can be made readily available if needed by Public Health for contact tracing purposes. Operators should keep contact information available for up to 30 days.

**Staffing**

☐ Facilities must have staff on site while patrons are exercising to ensure adherence to these requirements.

**Environmental Measures**

Environmental measures are changes to the physical environment that reduce the risk of exposure, such as increasing ventilation, and frequent cleaning and disinfection.

**Ventilation**

- ☐ Creation of intentionally overheated exercise environments is prohibited
- ☐ Outer doors and windows must be left open or partially open at all times (if possible)
- ☐ All mechanical heating, ventilation, and air conditioning (HVAC) systems must be working properly
- ☐ Fresh air intake on ventilation systems must be increased as much as possible
- ☐ Use of floor and wall fans is not allowed

**Floor Markings and Reducing Group Congregating**

- ☐ Designate different doorways for entrance and exit if possible, or create a different process so patrons are not entering and exiting simultaneously at the same time
- ☐ Changerooms and showers must allow for 2m distancing between patrons at all times o Lockers / showers should be blocked off and floor markers used to ensure physical distance is maintained
- ☐ Use floor markings and/or physical barriers to direct flow through the space and ensure 2 metres physical distancing can be maintained at all times
- ☐ Post signage to indicate how these rules should be followed

**Cleaning and Disinfection**

- ☐ All shared equipment (e.g. exercise machines, floor mats, weights, etc.) must be cleaned and disinfected between each use either by staff or patrons; supplies and signage should be provided throughout facility.
- ☐ Other high touch surfaces (e.g. door handles, sink faucets, etc.) must be cleaned and disinfected twice per day

- ☐ Where exercise activities involve participants prone or seated on the floor (i.e. floor mats not used), the floor must be cleaned and disinfected twice per day

**Physical Barriers**

- ☐ Physical barriers between exercise equipment or stations may be used as an additional safety measure, although use of physical barriers does not alter the physical distancing or occupancy requirements.

**Administrative Measures**



Administrative measures include the implementation of policies, procedures, training and education that reduce the risk of exposure.

#### Occupancy

- ☐ To determine overall occupancy: each workout room/space must have at least **10 square metres** of unencumbered useable floor space per patron/staff who will be in the space exercising
- ☐ Post signage with occupancy limits for each room so staff and patrons are aware and ensure that capacity is not exceeded

#### Physical Distancing and Minimizing Physical Contact

- ☐ Physical distance of **2.5 metres** between each patron in all directions must be maintained **while exercising**:
  - o If possible, exercise machines/equipment should be spaced or blocked off to accommodate
  - o Floor markings/signage should be used to identify exercise space
  - o If there is movement occurring, each patron should have enough space to ensure they are never within 3 metres of each other
  - o Personal trainers must maintain 2m from client (and other patrons)

- ☐ No spotting allowed for weightlifting (except patrons who reside in the same household), use other safety measures
- ☐ Physical distancing of **2 metres** must be maintained **when not exercising** and at all other times in facility

#### Booking and Registration

- ☐ All patrons must be scheduled in advance, no drop-ins allowed
  - o Inform clients when they book that they must not come if they are feeling sick, and must cancel if they are feeling unwell
- ☐ Ask that patrons do not arrive earlier than their scheduled arrival time
- ☐ All patrons must have read and agree to follow safety protocols
- ☐ If possible, stagger bookings to ensure not all patrons are not arriving or departing at same time

#### Audio

- ☐ Music in all exercise spaces must be kept below speaking volume in order to reduce singing or shouting; individuals may listen to music with headphones but are required to take headphones off when communicating with another patron/staff/instructor/trainer

#### Food and Beverages

- ☐ Patrons must bring or use a personal water bottle; water filling stations can be provided, but water fountains for drinking should be shut off

#### Staying Home When Sick and When New Symptoms Develop

- ☐ Policies must be established to
  - o ensure employees complete daily entry requirements
  - o ensure employees can and must stay home when they have symptoms of COVID-19
  - o for employees or patrons showing symptoms of COVID-19 when inside the facility

### Personal Measures

Personal measures are actions individuals can take to protect themselves and others. Examples include physical distancing, minimizing physical contact, frequent hand washing, practicing respiratory etiquette and staying home if sick.

#### COVID-19 Health Check



- ☐ Employees must complete daily entry requirements before entering the facility as per the WorkSafeBC employer requirement
- ☐ Patrons must complete daily entry requirements before entering the facility (e.g. Entry Check for Visitors)

#### Exercise Attire / Personal Equipment

- ☐ Patrons should arrive in exercise attire to minimize use of change rooms
- ☐ Where practical, patrons should bring as much of their own equipment as possible

#### Hand Hygiene

- ☐ Direction must be given to patrons to practice hand hygiene before and after a workout; supplies should be provided throughout the facility

#### **Personal Protective Equipment (PPE)**

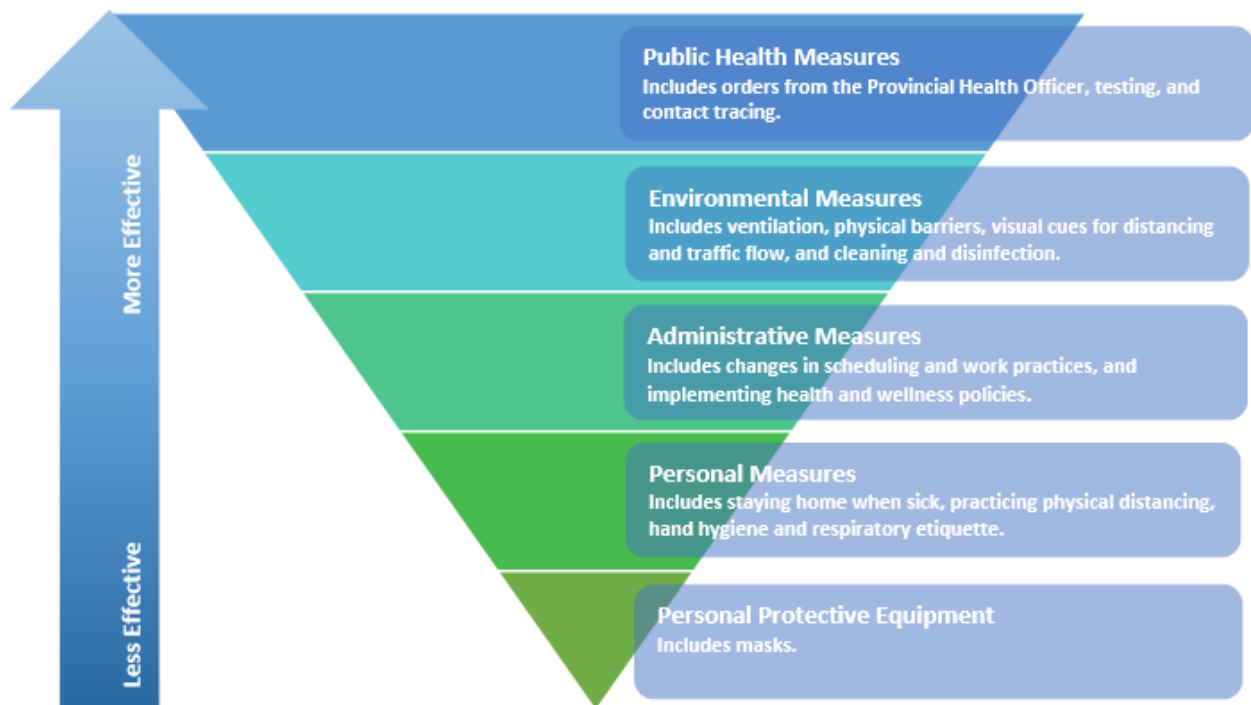
##### Masks

- ☐ Masks must be worn at all times including while exercising
- ☐ People who are unable to wear a mask due to a health condition or a physical, cognitive or mental impairment, and people who are unable to put on or remove a mask without the assistance of another person are exempt from mask requirements.
- ☐ People who are unable to wear a mask must maintain at least 3m distance at all times when in the facility

## Levels of Control

In the model shown below, control measures at the top are more effective and protective than those at the bottom. By implementing a combination of measures at each level, the risk of COVID-19 is substantially reduced.

### **The Hierarchy for Infection Prevention and Exposure Control Measures for Communicable Disease**



## **Public Health Measures**

Contact information (name and phone number or email) of participants is kept in our PerfectMind database. Daily entry of participants for programs is logged at the lounge entrance. The participant is required to sign in, providing the above information after successfully completing a verbal screening process, ensuring that they are feeling well, have not had contact with anyone infected or suspected to be infected from COVID-19, and have not travelled outside of Canada in the last 14 days. The UNA stores these hardcopy sign in forms in a secure location for 30 days.

Staff are also required to sign in any day that they are working in the community centre, along with completing an electronic screening procedure. This electronic screening allows staff to scan a QRL code which opens a website that asks for the staff's full name and department that they work in, along with the health screening questions.

## **Environmental Measures**

Environmental measures are changes to the physical environment that reduce the risk of exposure, such as increasing ventilation, and frequent cleaning and disinfection. The UNA Recreation Department can confirm that;



#### Ventilation

- There are no intentionally overheated exercise environments being created
- That during classes in the dance studio we will ensure that the outside door is partially left open during class times
- That all mechanical heating, ventilation, and air conditioning HVAC systems are monitored daily to ensure that they are working correctly
- That fresh air intake on ventilation systems is managed automatically, and varies overtime based on outdoor and indoor temperature. Fresh air ratio is set at the minimum of 30% and the recirculated air is filtered through a HPEC filter.
- That there is no use of floor and wall fans

#### Floor Marking and Reducing Group Congregating

- That any group classes where a cohort of patrons are arriving at the same time includes a staggered arrival and exiting procedure. For instance we have built in buffer times between back to back classes in the same room for exit, cleaning and arrival of new students. There are also specific entrance and exit doors used for both our gymnasium and dance studio.
- Changeroom and showers have been closed and water has been turned off. Signage is posted in all of our changerroom facilities that these areas are for washroom use only.
- Floor markings and physical barriers are used throughout our facility to direct flow through the space directions, ensuring that a minimum of 2m of physical distance is maintained at all times.
- Front line staff have been given instructions to educate patrons in ceasing to congregate. Signage has also been created and is posted in areas where participants tend to gather.

#### Cleaning and Disinfection

- Program policies and procedures have been established to ensure that equipment sharing is minimized. Any sharing of equipment is to be sanitized and disinfected between usages.
- High touch surface areas are cleaned and disinfected multiple times per day by our cleaning team from TRICOM.
- Participants attending group low intensity physical activity classes, such as yoga, that work prone or seated on the floor are instructed to bring their own mat. For any classes that do not use mats the floors will be cleaned and disinfected between each class.

#### Physical Barriers

- The UNA Recreation Department does not presently use any physical plexiglass barriers between cardio equipment in our fitness centre.

#### **Administrative Measures**

Administrative measures include the implementation of policies, procedures, training and education that reduce the risk of exposure.

#### Occupancy

- The UNA has updated its capacity limits for rooms that offer physical activities including the dance studio, fitness centre and gymnasium to accommodate the minimum of 7m<sup>2</sup> (2.5m X 2.5m plus a safety allowance of 20%) of unencumbered usable floor space per patron/staff. We have gone further to take a 70% of the max capacity to ensure unencumbered usable floor space. In the fitness centre we have further reduced the capacity to ensure that all patrons can maintain a safe distance at all times. Updated capacity limits for these rooms are below.



Room	Area m <sup>2</sup>	Social Distancing Area Required m <sup>2</sup>	Max Capacity	70% of Max Capacity or best recommendation
Gymnasium	664	7m	92	64
Dance Studio	92	7m	13	10
Fitness Centre	196	7m	39	8

- A designated instructor area has been established in both the dance studio and gymnasium where instructors will remain during the duration of the class. Instructors will not give physical 'hands on' adjustments and will give only verbal suggestions as adjustments
- Signage enforcing the use of masks and a mandatory 2m of physical distance, when not exercising are posted

#### Booking and Registration

- There are no drop-in programs being offered. All participants are registered in advance
- Participants and clients are informed prior to attending that they are not to come if they are feeling sick, and must cancel if they are feeling unwell.
- The UNA Recreation Department has updated its cancellation policy to reflect no penalties if patrons are exhibiting symptoms of COVID-19;

*In-person programs – We have developed a more lenient refund policy for illness-related program withdrawals requests to encourage participants to stay home if they are sick.*

#### *Weekly Programs*

- *If you are sick or have symptoms, you can request a single-class refund. Please send refund requests to [programs@myuna.ca](mailto:programs@myuna.ca) before the start of the session. Once a session is completed, refunds cannot be processed.*
- *For long-term illness, pro-rated refunds will be provided. Requests must be made immediately for pro-rated refunds to take into effect and a medical note may be required. Please send refund requests to [programs@myuna.ca](mailto:programs@myuna.ca). Once a program is completed, refunds cannot be processed.*
- Program safety policies have been updated to reflect a 10 minute buffer between classes where no patrons are in the rooms
- All of our safety policies are posted on our website. Participants, upon registration are reminded that they must review the safety protocols in place, including not arriving earlier than 5 minutes prior to the start of their program

#### Audio

- Presently the UNA is exploring the use of wireless headset microphones for use in our gymnasium for low intensity physical activities.
- Instructors have been informed that any music played in classes must be kept below speaking volume.
- Signage in our fitness centre will include "headphones off when communicating with another"

#### Food and Beverages

- Patrons are reminded that they must bring their own personal water bottle
- Drinking fountains have been turned off, but refill stations are available

- No food or beverages are sold on site

#### Staying Home When Sick and When New Symptoms Develop

- All employees are required to complete a daily electronic health screening upon entering the centre
- All employees are required to stay home if symptomatic. Work from home policy is in place for permanent part time and full-time staff.
- An outbreak mitigation plan has been established in the case that a patron or employee is showing symptoms at the centre (see outbreak mitigation plan above)

### **Personal Measures**

#### Covid-19 Health Check

- Any employee who is working on site at any UNA facility must complete an online health screening prior to entering the building. The form can be found here; [https://qrco.de/UNAHealthScreening\\_Download\\_ScanLife](https://qrco.de/UNAHealthScreening_Download_ScanLife)
- Any participants or patrons entering the facility are met by one of our Front Desk Agents immediately upon entry and are asked a series of health screening questions

#### Exercise Attire / Personal Equipment

- Change room areas are closed. Fitness Centre patrons are expected to arrive in their work out clothes
- Patrons of yoga programs must bring their own mat and props

#### Hand Hygiene

- Hand sanitizing stations are located throughout the facility. Patrons are instructed to practice hand hygiene before and after workouts
- Used tissues and disinfectant wipes are disposed of in a lined waste bin that is emptied several times daily

### **Personal Protective Equipment**

#### Masks

- Masks are to be worn at all times even when exercising. Fitness centre patrons are reminded to make sure that their mask are on when moving from station to station and when engaged in physical activity in the fitness centre
- Instructors must wear masks at all times
- People who are unable to wear a mask due to a health condition or a physical, cognitive or mental impairment, and people who are unable to put on or remove a mask without the assistance of another person are exempt from mask requirements. People who are unable to wear a mask must maintain at least 3 metres distance at all times when in the facility.