

RHCC COVID-19 Safety Plan

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1. How will you ensure all workers know how and are able to keep themselves safe from exposure to COVID-19?

Actions:

- Review proper PPE, and ensure proper PPE is available and used, and social distancing measures adhered to.
- Review of the Health Unit recommendations and restrictions in place as they evolve or change
- Daily briefings with staff to discuss questions and/or concerns including new public health recommendations (posters, emails, zoom, verbal, review procedures)
- Monitor users of the facility are following the procedures and restrictions implemented

The following Pandemic Policies and internal procedures have been developed for all staff:

- COVID-19 Staff Information
- COVID-19 Return to Workplace Task Force
- Part C: Return to the Workplace Plan
- Emergency Management Pandemic - Policies
- Absence from Work-Quarantine, Self Isolation Policy

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- Hours of Work, Overtime and Policy
- Layoff Policy
- Return to Work Policy
- Self-Screening Policy
- Send Home Policy
- Sick Leave Policy
- Social Distancing Policy
- Township Vehicle Use during Pandemic
- Workplace Disinfecting Policy
- Emergency Management Pandemic - Procedures
- Accepting Cash
- Accounts Payable during a Pandemic
- Community Services - Customer Service RHCC
- Community Services - Meeting Procedure RHCC
- Community Services - Return to Operations Procedures
- Community Services -Appointment Procedure RHCC
- Creating Policies and Procedures - Pandemic
- Distribution of Mail
- Electronic Pay Stub
- Face Masks, Coverings, Shields & Ear Savers
- Fog Machine Instructions
- Health and Safety Guidelines
- Inspection Protocol During a Pandemic
- Mandatory Masks and Face Coverings

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- Meeting Procedure
- Microsoft Teams
- PPE Acquisition, Storage and Distribution
- Press Release - Pandemic
- Retention - RHCC-Return to Operations Plan and Waiver
- Retention - Self-Assessment Forms
- Retention - Visitor Self-Assessment Contact Tracing
- Self-Assessment
- Social Distancing
- Vehicle Disinfection
- Zoom Meeting - Host a meeting
- Zoom Meeting - Join a meeting
- Zoom Webinar - Hosting a webinar
- Zoom Webinar - How to Join a Webinar

2. How will you screen for COVID-19?

Actions:

- Every person including workers and visitors are screened daily
- Use the Ontario self screening tool
- Every Person completes Self screening & contact tracing and recorded by staff & or Volunteer
- All Staff members are required to complete a COVID-19 self assessment prior to the start of their shift.

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- Any Staff member experiencing symptoms, or lives with someone experiencing symptoms, will be asked to stay home until they are symptom free for 24-hours or have a negative COVID 19 test result.
- All persons entering the facility are required to sign in for contact tracing and view our signs and symptoms posters (self-assessment).

3. How will you control the risk of transmission in your workplace?

Actions:

General

- NEW Due to the new Covid-19 variants and their transmission risk the Ripley-Huron Community Centre as of February 20th 2021 will only permit those regular ice rental users as listed until end of season March 31st 2021. Those regular users include: Huron Bruce Minor Hockey, Ripley Wolves, Kincardine Minor Hockey, BC Kings, four returning Oldtimers teams, and parents and tots with limit of 10 Total
- Require reservation for entry; one reservation for teams' entry 15 minutes before activity
- All workers and visitors are required to wear a mask or face covering.
- All workspaces and high touch points will be disinfected on a regular basis (several times a day). Dressing rooms after each rental.
- In addition to regular cleaning and disinfecting, all work areas will be disinfected when a worker has completed their duties in the specific area (e.g. Vehicle).
- Class and/or meeting sizes may be reduced depending on Public Health recommendations (9 + instructor for spin)
- Renters are required to exit the facility within 15 minutes of the end of their rental.

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- Room Capacities have been reduced to allow for physical distancing and separation.
- Intercom systems installed for communications for visitors outside facility to staff inside facility
- Social Distance signs on floors,
- Self screening signage at entrances
- Messaging for masks, distancing, hand washing
- Sanitizing stations set up throughout the facility
- One parent per child for ice rentals

Sports and recreational fitness facilities

- Maintain 2 metres physical distancing, unless engaged in a sport
- Capacity limits per venue, where physical distancing can be maintained:
 - 50 people indoors or 100 people outdoors in classes
 - 50 people indoors in area with weights or exercise equipment
 - 50 spectators indoors or 100 outdoors
- Capacity limits apply on a per-room basis if operating in compliance with a plan approved by the Office of the Chief Medical Officer of Health ([Guidance for Facilities for Sport and Recreational Fitness Activities During COVID-19](#))
- Team or individual sports must be modified to avoid physical contact; 50 people per league
- Exemptions for high performance athletes and parasports
- Limit volume of music to be low enough that a normal conversation is possible; measures to prevent shouting by both instructors and members of the public
- Face coverings required except when exercising or playing sports
- Patron screening (passive)
- A [safety plan](#) is required to be prepared and made available upon request

Meeting and event spaces

- Capacity limits per venue, where physical distancing can be maintained:
 - 50 people indoors or
 - 100 people outdoors
- Booking multiple rooms for the same event not permitted

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- Maximum of 50 people per room indoors if venue operates in accordance with the approved plan from the Office of the Chief Medical Officer of Health ([Guidance for Meeting and Event Facilities During COVID-19](#))
- Limits for religious services rites or ceremonies, including wedding services and funeral services apply if held in meeting and event spaces:
 - 30% capacity of the room indoors
 - 100 people outdoors
- Exceptions for court and government services
- Patron screening (passive)
- A [safety plan](#) is required to be prepared and made available upon request

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4. What will you do if there is a potential case, or suspected exposure to, COVID-19 at your workplace?

Actions: GBPHU Contact is **Evelyn Hodgkin**

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- There are steps that you will need to take if one of our workers, visitors or clients has symptoms that may be related to COVID-19 or is diagnosed with COVID-19:
 - **Step 1: Exclude symptomatic people from the workplace**
 - If a worker calls in sick, informs you of symptoms or informs you they had close contact with someone with symptoms, have them take the self-assessment. Ask the worker to follow any recommendations given by the tool, including being tested and self-isolating.
 - If anyone shows symptoms in the workplace, they should return home and self-isolate immediately. If they cannot leave immediately, they should be isolated until they are able to leave.
 - If the person is very ill, call 911 and let the operator know that they may have COVID-19.
 - Ask the person to contact their doctor or Telehealth Ontario at Toll-free: 1-866-797-0000 for further directions about testing and self-isolation.
 - **Step 2: Contact public health**
 - Contact your local public health unit for guidance on what to do if someone develops symptoms at your workplace or you are told one of your workers has COVID-19. Public health will provide instructions and do contact tracing if needed.
 - To support contact tracing, a system is in place so you can provide information about which people had close interactions with an affected worker. This could include information such as:
 - dates and times of interactions

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- approximate length and frequency of interactions
- full names
- contact telephone numbers
- addresses (for workers) or the name of the visitor's business
- **Step 3: Follow public health direction**
- Your local public health unit may require that:
- other workers who were exposed are notified and sent home to self-isolate, self-monitor and report any possible COVID-19 symptoms
- the workplace be shut down while the affected workplace or area and equipment are disinfected
- other public health measures are implemented
- Disinfect surfaces that may have been touched by the ill person as soon as possible. Read internal procedures for cleaning and or Public Health Ontario's COVID-19 fact sheet about cleaning and disinfection for public settings.
- Self-isolation and return-to-work policy procedures
- Specific direction for each situation is provided by your local public health unit based on provincial guidance on the management of cases and contacts of COVID-19. Follow the public health direction.
- Workers should self-isolate if they either:
- have symptoms
- had close contact with an individual with symptoms or a confirmed diagnosis
- have travelled outside of Canada
- Close contacts may include people who have spent time less than two metres away from the infected person in the same room, workspace, or area without barriers or protective equipment and people living in the same home.
- In general:

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- A worker who had close contact with someone known to have COVID-19 should self-isolate for 14 days. If they do not develop symptoms, they may usually return to work and other activities 14 days after their last contact with the case.
- A worker with COVID-19 symptoms should self-isolate for at least 10 days from when the symptoms started.
- If a worker who has symptoms receives a negative COVID-19 test result, they may usually return to work before 10 days if they do not have a fever and their symptoms are getting better.
- Some symptomatic workers may need to self-isolate for longer based on the advice of public health or their health care provider.
- These timelines for self-isolation include time spent waiting for COVID-19 test results.
- **Step 4: Inform any workers who may have been exposed**
- You must let workers know if they may have been exposed in the workplace.
- You should give all workers information about the date and time of the potential exposure and where it took place. **Don't give out any information that might identify the infectious person.**
- You do not need to undertake contact tracing activities unless asked to do so by your local public health unit.
- This duty to inform your workers is independent of any public health direction, although it may be fulfilled by steps taken under public health direction as part of contact tracing.
- **Step 5: Report to Ministry of Labour, Training and Skills Development**
- If you are advised that one of your workers has tested positive for COVID-19 due to exposure at the workplace, or that a claim has been filed with the Workplace Safety and Insurance Board (WSIB), you must give notice in writing within four days to:
 - the Ministry of Labour, Training and Skills Development

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- the workplace's joint health and safety committee or health and safety representative
- the worker's trade union (if applicable)
- Additionally, you must report any occupationally acquired illnesses to the WSIB within three days of receiving notification of the illness.
- You do not need to determine where a case was acquired. If it's reported to you as an occupational illness, you must report the case.
- In emergency situations of severe sickness / injury 911 will be contacted for worker / visitor transport to hospital if required
- If emergency on site isolation is required, then patient will be relocated to the Lobby Area (table area), patient made comfortable, and monitored using all PPE possible and social distancing preferred until transport is achieved

5. How will you manage any new risks caused by changes to the way you operate your business?

Actions:

- Briefings with staff to ensuring current delivery of services is adequate.
- Offer additional services or alternate methods of delivery where possible.
- The protocols and procedures are the same for staff whether in Green Zone or Yellow Zone, risks to facility operations / staff will be assessed, evaluated, and alternate policies / procedures addressed / adjusted as required.

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6. How will you make sure your plan is working?

Actions:

- Supervisor to complete weekly reviews with staff and report further recommendations for adjustments to policies and or procedures.
- Weekly Review with Staff to discuss what's working and what's not
- Review with representatives from user groups to discuss what is working and what's not.
- Monthly Health and Safety meeting via Zoom

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COVID-19 safety plan – snapshot

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Measures we're taking

How we're ensuring workers know how to keep themselves safe from exposure to COVID-19

- Ensuring Proper PPE is available
- Reviewing measures and restrictions in place as they evolve or change
- Daily briefings with staff to discuss questions and/or concerns including new public health recommendations

How we're screening for COVID-19

- All Staff members are required to complete a COVID-19 self assessment prior to the start of their shift.
- Any Staff member experiencing symptoms will be asked to stay home until they are symptom free for 24 hours.
- All persons entering the facility are required to sign in for contact tracing and view our signs and symptoms posters and complete self assessment.
- A Staff person / with assistance of member of each group renting the ice, or a room, will conduct the contact tracing and ensure their group have read and understood the signs and symptoms document and follow self assessment protocols.

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Public Notice

How we're controlling the risk of transmission in our workplace

Physical distancing and separation

- Masks will be worn by all staff working inside the facility and in areas where physical distancing presents a challenge outside the facility
- Members of the Public are required to wear a mask upon entry. Persons entering without a mask will be instructed to wear a mask and provided a disposable mask if required.
- **One parent / guardian per child for ice rentals**
- Members of the public will be seated at least 2m or 3m as per regulations apart when attending a meeting, class, or watching an ice rental.
- Room Capacities have been reduced to allow for physical distancing and separation.
- Please wash hands, physical distance, and be respectful and Kind

Cleaning

- All dressing rooms, and fitness equipment, high touch points, and workspaces will be disinfected after use

What we will do if there is a potential case, or suspected exposure to, COVID-19 at our workplace

- If potential case and no suspected exposure, staff will monitor themselves for symptoms and isolate at first symptom.
- If suspected exposure on site of the workplace, staff will adhere to the public health guidelines and isolate until the initial case has been processed and

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returned negative. If positive, Staff will continue to isolate as required, or get a COVID-19 test with negative result before returning to work.

- If suspected exposure outside off site of the workplace, staff will adhere to the public health guidelines and isolate until the initial case has been processed and returned negative. If positive, Staff will continue to isolate as required, or undergo a COVID-19 test with negative result before returning to work.

How we're managing any new risks caused by the changes made to the way we operate our business

- Daily Briefings with staff to ensuring current delivery of services is adequate.
- Offer additional services or methods of delivery where possible.

How we're making sure our plan is working

- Weekly Review with Staff to discuss what's working and what's not
- Review with representatives from user groups to discuss what's working and what's not.