



# **PUBLIC COVID-19 Procedures**

*Recreation and Leisure Recovery Phase 3*

*VERSION 2.0 – September 4, 2020*

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# Covid-19 Recreation Procedures

## Recovery Phase 3

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## Purpose

In order to provide consistency and clarity for staff these procedures and guidelines have been developed to ensure the health and safety of those visiting and working at the Pomeroy Sports Centre, Kids Arena Field House and the North Peace Arena during Phase 3 of the [Recreation and Leisure Services Recovery Plan](#). This document is subject to updates and revisions as needed throughout the progression of the COVID-19 Pandemic.

## Guiding Principles

The safe re-introduction of Recreation and Leisure Services is dependant on the Health and Safety of workers and community members. This means general operation as it was once known may not be immediately attainable. The Province of BC has identified the following principles that will guide the departments' decision making throughout the recovery process.

1. Personal Hygiene
2. Illness Protocols
3. Environmental Hygiene
4. Safe Social Interactions
5. Physical Modifications

## Recreation Recovery Chart

	Phase 1	Phase 2	Phase 3	Phase 4
<b>Dates</b>	March – July 6	July 6 – Sept. 8	Sept. 8 - TBD	TBD
<b>Corresponds with...</b>	BC Restart Phase 1 City of Fort St John Phase 1 BCRPA Level 1 ViaSport 'Strictest Controls'	BC Restart Phase 2 City of Fort St John Phase 2 BCRPA Level 2 ViaSport 'Transition Measures'	BC Restart Phase 3 City of Fort St John Phase 3 BCRPA Level 3 ViaSport 'Progressive Loosen'	BC Restart Phase 4 City of Fort St John Phase 4 BCRPA Level 4 ViaSport 'New Normal'
<b>Services</b>	Online programming Outdoor washrooms	Mobile Visitor Centre Outdoor Programming	Visitor Services, walking track, skating (seasonal), swimming, modified in-door programming	Resume all services for 'new normal' use
<b>Facilities</b>	All facilities closed	All in-door facilities closed	PSC/KAFH – September 8, 2020 NPLP – September 19, 2020 NPA – October/TBD	All facilities available for 'new normal' use
<b>Parks and Playgrounds</b>	Not recommended for use Spray park closed (seasonal)	Recommended at users own risk Spray Park open (seasonal)	Recommended at users own risk	Recommended for 'new normal' use
<b>Special Events</b>	Virtual special events	Select small group special events	Select small group special events	Large group special events following 'new normal' guidelines
<b>User Rentals</b>	No field or facility rentals	Field bookings	Field and select facility bookings	Resume all rentals for 'new normal' use

## Roles and Responsibilities

### Manager/Supervisor

- Ensure workers have been trained in COVID-19 Coordination Plan and related material
- Communicate any changes to procedures
- Ensure workers have the necessary supplies, tools and equipment
- Encourage virtual or conference call meetings and avoid in person unless necessary
- Stay away from all facilities and programs when ill or after having travelled outside of the country

### Worker

- Review and understand COVID-19 Coordination Plan
- Know and understand Safe Work procedures as they relate to COVID-19
- Participate in assessments and training related to COVID-19
- Remain at least 2 meters distance from others while performing all work duties
- Bring health and safety concerns forward to Supervisor, Manager or H&S Department
- Follow established cleaning schedules as per the department hazard and risk assessment
- Cover mouth and nose with elbow or tissue when you cough or sneeze
- Stay away from all facilities and programs when ill or after having travelled outside of the country

### Public Users

- Review and understand public documents from the City regarding COVID-19
- Follow the instruction of signage and workers throughout all Recreation facilities
- Remain at least 2 meters distance from others not within your household or “bubble”
- Bring health and safety concerns to the attention of a City Worker, Supervisor, or Manager
- Cover mouth and nose with elbow or tissue when you cough or sneeze
- Stay away from all facilities and programs when ill or after having travelled outside of the country
- Keep children away from all facilities and programs when feeling ill

## General Building Rules and Guidelines

### Facility Cleaning and Disinfection

- Disinfection schedules will increase at times of high usage
  - Touch points will be disinfected approximately every 2-4 hours depending on the risk level of the area
  - All staff will be utilized to assist in the increased cleaning and disinfection schedule
- Additional processes such as the use of disinfection foggers and nano-septic surface coverings will be utilized as needed
- Facilities and/or amenities may be closed periodically throughout the day to allow for additional cleaning and sanitization

### Illness Protocols

- No person who feels sick in any way may visit any City recreation facilities and/or utilize any of our services

- No person may bring a child who feels unwell or is showing any symptoms of illness to any of our facilities and/or programs
- Any person who believe that themselves or their child may have become ill within 14 days of visiting one of our facilities report this immediately by contacting the Recreation Manager, Vanessa Cumming, at 250-794-3271
- Any bodily fluids throughout the facilities should be reported to a staff person immediately
  - At no time is spitting permitted in any area of the buildings, including the ice surfaces or pools

## Parents and Spectators

- Spectators are discouraged in all recreation facilities
- Priority in buildings and spectator areas should be given to workers, service users, program participants, athletes, coaches, and officials
- User groups are asked to include considerations in their COVID Safety Plans for managing their participants' spectators
- Parents of young children and assistants for people with mobility barriers or disabilities will be considered when managing spectators in recreation buildings

## Building Information

### Building Flow

- Directional signage will reinforce building flow throughout the facilities
- See individual facility rules and guidelines for more information regarding each building's flow

### Pass-through Areas and Elevators

- All people accessing the facilities are required to follow the posted signage regarding building flow
- Users are asked to keep-right when passing through doorways, hallways, and stairwells
- Those waiting in lines should maintain at least 2-meter distancing and stand on posted floor markers
- One person, or household, should access the elevators at one time
- Priority in elevators should be given to those with mobility restrictions or disabilities

### Lockers

- The number of lockers made available for day-use are based on a 2-meter distancing requirement
- Lockers removed from use will be closed, no one should attempt to access lockers that are closed
- No long-term locker rentals will be permitted, users are asked to bring all required equipment to the facility and take all belongings home with them each visit
- When possible, lockers should remain open when not in use and after disinfection

### Washrooms and Showers

- Facility users are asked to line up outside of washroom entrances and refrain from remaining inside of the washroom if not at a stall or the sink
- Some shower areas may be unavailable for use, see individual facility rules and guidelines for more information

- Shower areas will remain closed in all dressing rooms except the North Peace Leisure Pool
- User groups are asked to follow and enforce their own COVID Safety Plans specific to their sport while in the dressing rooms

### **Room Bookings**

- Room bookings may be eliminated, limited, or modified as restrictions and guidelines progress or recede
- Users will be required to adhere to all COVID-19 Recreation procedures outlined in this document
- Each room is subject to its own capacity and use restrictions
- Capacity limits are determined based on the size of the room and the type of activity taking place
- Users will be asked to read and sign the COVID-19 Room Booking Agreement prior to confirming their booking

### **Lost and Found**

- Valuable lost and found items will be disinfected and stored by a staff person
  - Individuals should seek assistance at the front desk of the Pomeroy Sports Centre or North Peace Leisure Pool for information about lost valuables
- Lost and found bins for general items will not be maintained or disinfected by workers on a regular basis

### **First Aid**

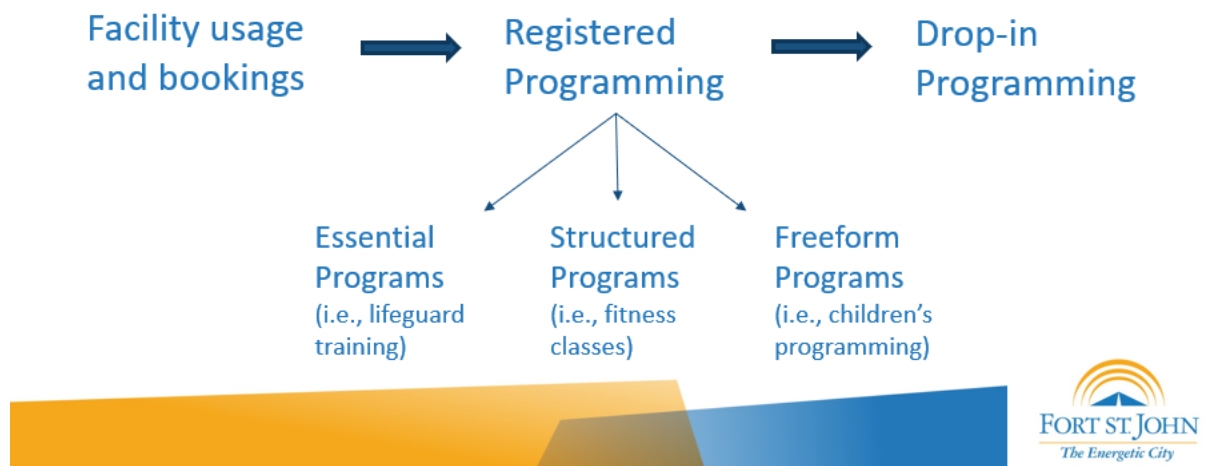
- Facility users requiring first aid are asked to bring their concern to the attention of a worker, while maintaining 2-meter distancing
- When possible, the worker will maintain 2-meter distancing throughout first aid treatment
- The worker may ask a member of the public to wear a mask covering their mouth and nose while administering first aid care
- Workers who are not able to maintain 2-meter distancing from another person will wear a mask or face shield in addition to their regular personal protective equipment



## City Programming

- City programming will follow a progressive re-introduction schedule to allow for continuous modifications as the provincial COVID-19 guidelines develop
- Participants are asked to utilize the online booking process in lieu of dropping in to the facility
  - Drop-in access cannot be guaranteed for those who do not book in advance
  - Drop-in users who have not registered in advance may be asked to wait outside of the facility until a spot has become available
- All facility users are asked to check-in at the front desk upon arrival unless otherwise specified
  - User group participants or City program participants may have other designated check-in areas
- Programs will be advertised on a month-to-month basis
  - Programs will be introduced gradually, beginning with general facility use, progressing through increasingly risky programming categories, and then finally re-introducing drop-in facility access. See below for an outline of the progressive programming categories

## Progressive Programming



## User Group Rentals

- Groups will be required to adhere to all COVID-19 procedures outlined in this document
  - Failure to comply with building guidelines will be evaluated on a case by case basis and may result in the removal of the user's bookings
- Groups are required to read and sign the addendum to Facility Use Agreement/License document in addition to their regular contract. This includes the requirement to:
  - Create a COVID-19 Safety Plan for their activity in accordance with the Provincial Health Orders as well as recommendations from ViaSport BC
  - Confirm all members and participants have read and understood their COVID-19 Safety Plan
  - Implement policies and procedures to support the COVID-19 Safety Plan
  - Review the addendum to Facility Use Agreement/License with all participants in their activities
  - User groups will be asked to follow and enforce their own COVID-19 Safety Plans specific to their sport, including considerations for their own spectator management while using the facility
  - Priority should be given to athletes, coaches and officials followed by spectators

- At no time is spitting permitted in any area of the buildings, including the ice surfaces or pools

## Capacity Limits

- Capacities are calculated based on the area of a circle surrounding each individual
  - The radius of the circle is decided based on the type of activity happening in the space
  - Stationary activities are calculated based on a 1 square meter radius surrounding each person, allowing for 2-meter distancing between people
  - Low-moderate movement activities are calculated based on a 2-3 square meter radius surrounding each person, allowing for 4-6-meter distancing between people
  - Moderate-high movement activities are calculated based on a 4-5 square meter radius surrounding each person, allowing for 8-10-meter distancing between people
- Square meterage of each area is calculated based on the unobstructed walking area

## Pomeroy Sport Centre

### General Information

- Facility users will access the building through the right-hand doors at the front and rear of the building
  - Priority should be given to those with mobility restrictions or disabilities who require the use of the automated doors
- Directional signage and capacity limits must be followed at all times while accessing the facility
- Spectators are discouraged and some bleachers have been removed from use
- Users are asked to check in at the reception desk in the visitor centre, or at their pre-determined program check-in zone
- Loitering in the lobby, hallways, and stairwells is discouraged
  - Staff or volunteers may ask users to move along as capacity limits dictate
- Users who have rented dressing rooms should follow the directional arrows to their room, capacity limits cannot be exceeded in any space, including dressing rooms
- Limited lockers will be available for day-use only
- Walking Track users must check in at the front desk and follow directional signage while using the walking track
- At no time is spitting permitted in any area of the buildings, including the ice surfaces or pools

### Closures

- Food concessions
- Interactive Sport Celebration Wall
- Play structures
- Ping pong tables
- Basketball court
- Dressing room showers
- The second floor will be closed unless in use for bookings or public skates

## Capacity Limits

<i>Room</i>	<i>Capacity</i>	<i>Considerations</i>
Lobby	25	
Visitor Information Centre	10	Follow spacing markers when lining up at the counter
First Floor First Aid Room	3	Accounts for 1 first aider, 1 injured person, and 1 companion
Skate Shop	2	2 people at the counter at a time. Additional users should line-up, spacing at least 2-meters apart.
Dressing Rooms	10	Per dressing room
Dressing Room Lobbies	20	Per lobby
Officials Dressing Rooms	3	Per dressing room. Users are asked to leave one empty space between themselves and others
First Floor West Meeting Room	21	Room capacity may be reduced based on set-up requirements. This capacity includes facilitator
First Floor Bleachers	25	Including users in wheelchairs. Spectators should be spaced at least 2-meters apart, following spacing markers
Ice Rinks	20	
Player Benches	4	
Penalty and score boxes	1	
Studio	9	This capacity includes instructor
Gym	20	
Skating Oval	50	Includes spectators
Second Floor Bleachers	15	Spectators should be spaced at least 2-meters apart, following spacing markers
Second Floor Locker Lobbies	15	
Second Floor Scoring/Timing Room	4	
Second Floor Meeting Room	21	Room capacity may be reduced based on set-up requirements. This capacity includes facilitator
Second Floor First Aid Room	3	Accounts for 1 first aider, 1 injured person, and 1 companion
Walking Track	30	Includes locker area

## North Peace Arena

### General Information

- Facility users should enter the facility through the West entrances (right-most doors) and exit the facility through the East entrances (left-most doors)
- While accessing the lobby and dressing rooms users should travel West-East (right-left)
- Loitering in the lobby, hallways, and stairwells is discouraged
  - Staff or volunteers may ask users to move along as capacity limits dictate
- Users who have rented dressing rooms should follow the directional arrows to their room, capacity limits cannot be exceeded in any space, including dressing rooms
- At no time is spitting permitted in any area of the buildings, including the ice surfaces or pools

## Closures

- Food concession
- Beer garden
- Dressing room showers

## Capacity Limits

<i>Room</i>	<i>Capacity</i>	<i>Considerations</i>
Lobby	30	
Table Seating	16	1 person or household up to 4 people per table. Every other table remains closed
Dressing Rooms A, B, and C	7	Per dressing room
Dressing Room D	10	Users are asked to leave one empty space between themselves and others
Officials Dressing Room	3	Users are asked to leave one empty space between themselves and others
Ice Rink	20	
Player Benches	5	
Penalty and score boxes	1	
Spectator Seating	20	Select areas open for spectator seating. Users should space themselves at least 3 seats from any other individuals

## Kids Arena Field House

### General Information

- Facility users should access the building through the front doors and exit the building from the side doors
  - User groups will be assigned a specific side of the building during cross-over times
- Spectators are discouraged and some bleachers have been removed from use
  - Seating will remain open, but users must follow capacity limits
  - Priority should be given to staff, participants, athletes, coaches, and officials
- At no time is spitting permitted in any area of the buildings, including the ice surfaces or pools

## Closures

- Dressing rooms

## Capacity Limits

<i>Room</i>	<i>Capacity</i>	<i>Considerations</i>
Lobby	20	
Arena Pitch	25	
Player Benches	3	Additional seating can be added, spaced at least 2-meters apart, and not blocking emergency exit doors
Spectator Seating	30	Spectators should be spaced at least 2-meters apart, following spacing markers
Second Floor Meeting Room	31	Room capacity may be reduced based on set-up requirements

## North Peace Leisure Pool

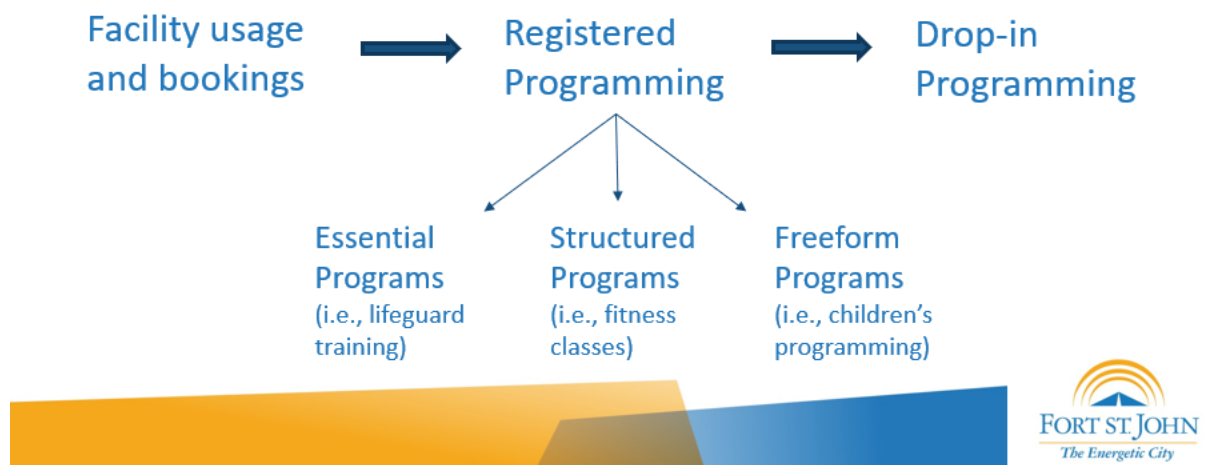
### General Information

- Users are asked to check in at the reception desk in the visitor centre, or at their pre-determined program check-in zone
- Facility users are required to shower using the deck shower (located near the sauna and steam room) prior to entering the water
- Sauna and steam room will remain closed until further notice
- At no time is spitting permitted in any area of the buildings, including the ice surfaces or pools

### Pool Programming

- Bookings are required for all facility usage
- Users are expected to arrive at the facility swim-ready
  - Limited locker space will be available
- Programs will be advertised on a month-to-month basis
  - Programs will be introduced gradually, beginning with general facility use, progressing through increasingly risky programming categories, and then finally re-introducing drop-in facility access. See below for an outline of the progressive programming categories

## Progressive Programming



### Building and Pool Deck Flow

- Users will enter and exit the building through the front doors, keeping right
- Directional signage and spacing markers must be observed
- Limited viewing space will be available in the lobby only
  - Note, special arrangements may be made for user groups and programs for young children or people with mobility restrictions or disabilities. Please speak with your instructor or coach for more details
- Swimmers will access the pool through the lobby-pool deck entrance

- Wallet lockers and shoe racks are available near the front desk
- Change tents, small bucket lockers, and a coat rack will be available on the pool deck in front of the Cardio Room windows
- Swimmers must access the pools by traveling down the wheelchair ramp and moving counter-clockwise around the pool deck
  - Directional signage must be followed
- The marked Lifeguard corridor is off-limits to public
- Line-up spacing markers must be followed while waiting for the slide
- Swimmers will leave the pool through the changerooms
  - Users must allow for physical distancing and capacity limits while in the changerooms, this might mean waiting your turn to enter

## First Aid and Water Rescues

- Facility users requiring first aid are asked to bring their concerns to the attention of a worker, while maintaining 2-meter distancing
- First aid treatment for swimmers will be administered at the first aid chair located on the pool deck at the shallow end of the lap pool
- When possible, the worker will maintain 2-meter distancing throughout first aid treatment
- The worker may ask a member of the public to wear a mask covering their mouth and nose while administering first aid care
- Workers who are not able to maintain 2-meter distancing from another person will wear a mask or face shield in addition to their regular personal protective equipment
- During water rescues, such as drowning, worker contact with a member of the public may be required

## Closures

- Food concession
- Sauna and steam room
- Diving boards
- Spray features and waves
- Public equipment
  - Users are allowed to bring their own equipment but are asked to keep toys to one per child to prevent usage by others
  - PFD's (lifejackets) will be available and disinfected regularly, though users are encouraged to bring their own if needed

## Capacity Limits

<i>Room</i>	<i>Capacity</i>	<i>Considerations</i>
Lobby	20	
Lobby viewing area	11	Spacing markers must be observed
Women's Changeroom	13	
Men's Changeroom	14	
Universal Changerooms	1	1 user or household
Natorium	40	
Leisure Pool	40	
Lap Pool (Public Swim)	40	
Lap Pool (Lap Swim)	21	7 swimmers per double lane
Hot Tub	3	3 users or households (one per corner)
Cardio Room	1	1 user or household
Meeting Room	18	Room capacity may be reduced based on set-up requirements. This capacity includes facilitator