



# COVID-19 SAFETY PLAN

## TABLE OF CONTENTS

PROTOCOLS	1
STEP ONE	1
STEP TWO	2
STEP THREE	5
STEP FOUR	6
STEP FIVE	7
PISE RESPONSE TO POSITIVE COVID CASE	8
SICK EMPLOYEES	8
PISE FACILITIES RESPONSE	9
PROGRAM RESTRICTIONS	9

## PROTOCOLS

### STEP ONE: ASSESS THE RISK AT YOUR WORKPLACE

The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread if you touch a contaminated surface and then touch your face. The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near. The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.

#### **Involve workers when assessing your workplace.**

**Initial assessment:** Assessed by Lindsay Player, Jodi Hensel, and Will Sutherland on May 19, 2020

**Secondary assessment:** Assessed by Lindsay Player during the second wave of COVID-19 in November.

**Tertiary assessment:** Assessed by the Fitness Team (Lindsay Player and Chanterelle Arbic) December 2020 and January 2021.

**Quaternary assessment:** Assessed by the Lindsay Player on April 8, 2021

**Reopening stage 2 (June 15):** Assessed by Jodi Hensel

**Omicron Variant assessment:** Assessed by Lindsay Walton (nee Player) and Jodi Hensel) January 12<sup>th</sup>, 2022

Identify areas where there may be risks, either through close physical proximity or through contaminated surfaces. The closer together workers are and the longer they are close to each other, the greater the risk.

We have involved frontline workers, supervisors, and the joint health and safety committee (or worker health and safety representative, if applicable).

1. We have identified areas where people gather - break rooms, production lines, and meeting rooms.
  - Kitchen, Refuel Café, second floor lounge area, regeneration room, CSI lab, third floor lounge, boardroom, resource room, bathrooms (three floors), change rooms, gym, fitness centre, Erg Centre, The Clinic, classrooms, Movement studio
2. We have identified job tasks and processes where workers are close to one another or members of the public. This can occur in your workplace, in worker vehicles, or at other work locations (if your workers travel offsite as part of their jobs).
  - Strength and Conditioning Coaches, Front Desk staff (CSS & FA), Physical Literacy Team, shared offices for Management and leadership teams, sport rentals

3. We have identified the tools, machinery, and equipment that workers share while working.
  - Reception phones, printers (first and third floor), office supplies (pens), front desk binders, laundry room contents, fitness equipment (fitness center and movement studio), Physical Literacy equipment, Moneris machine
4. We have identified surfaces that people touch often, such as doorknobs, elevator buttons, and light switches.
  - Doorknobs, elevator buttons, light switches, stair rails (outside, fitness center and main entrance) fridges, accessible door opener plates, hand sanitizer stations, cleaning bottles, work stations desks, front desk and swing door, vending machines, couches and chairs (second floor and third floor), Moneris machine

## STEP TWO: IMPLEMENT PROTOCOLS TO REDUCE THE RISK

### 1. Steps to reduce risk in areas where people gather

All common areas – spray bottles with sanitizing solution will be provided in area. All building staff will be responsible for sanitizing touch points before and after use **UPDATED April 7 - Masks are mandatory in all common areas and in the Fitness Centre when in transition and when using equipment and cardio machines.**

- a. **Kitchen** - posted occupancy sign stating only one person at a time allowed in the kitchen. In the initial reopening phase, the following items will not be accessible: dishware, cutlery and coffee maker.
- b. **Refuel Café** - café is closed and tables and chairs are blocked off to discourage use. **UPDATE Jan 7: currently being used for Seaspan testing.**
- c. **Second floor lobby lounge** – Masks must be worn at all times except during eating or drinking. In this case physical distancing must be obtained.
- d. **Staff change rooms** – 2 Max staff in the area at once and maintain physically distancing at all times. Masks must be worn in the common spaces
- e. **Regeneration Room** - leased by Canadian Sport Institute – they will provide their safety plan for this area.
- f. **CSI Lab** - leased by Canadian Sport Institute – they will provide their safety plan for this area.

- g. **Third floor lounge** - Masks must be worn at all times except during eating or drinking. In this case physical distancing must be obtained.
- h. **Laundry room** – 4 person Occupancy limit - Masks must be worn at all times except during eating or drink. In this case physical distancing must be obtained.
- i. **Boardroom** – Occupancy limit posted for 8 people.
- j. **Resource room** - Occupancy limit posted for 6 people – except for Canadian Sport School due to exemption due to Education
- k. **Bathrooms** – Follow Occupancy limit post on each washroom door. Masks must be worn
- l. **Change rooms** – Follow Occupancy limit posted on each door. Masks must be worn at all time except during showering.
- m. **Gymnasium** - will remain closed drop-ins. See rental guidelines below for management of gym rentals. Camosun Chargers may be able to do drop-in in the gymnasiums, providing they have checked in at the 1<sup>st</sup> floor front desk and show Proof of Vaccination. No drop-ins can take place when gym is occupied by another group.
- n. **Fitness Centre** – See below for fitness centre section for details
- o. **Erg Centre** - Rowing Canada to provide COVID Safety Plan to PISE for use of Erg Centre.
- p. **The Clinic** - Camosun to provide COVID Safety Plan.
- q. **Classrooms** - will post occupancy limit based on WorkSafe formula. Masks must be worn at all times.
- r. **Building ventilation** – **UPDATED Nov 30:** confirmed that PISE ventilation filters are MERV 13 per recommendations.
- s. **Facility Rentals** - all sports groups wishing to resume their activities must sign and submit to Facility Manager their compliance to PHO document.

## 2. Steps to reduce risk to workers working close to each other and members of public

- a) PISE Fitness Centre/Program - PISE Fitness Centre is closed to the Public. Exemption are:
  - Sport School can train due to Education an exemption
  - Youth PT and Program can take place due Youth exemption.
  - AET can train due to rehabilitation.
  - Chargers S&C sessions with a PISE lead coach.

**Individual training sessions are not allowed.**

- a. Building occupants are asked to limit their movements from floor to floor and only access the areas needed.
- b. CSI Pacific will have an organization health safety plan and share with PISE. Athletes and coaches will enter the south side of PISE through CSI Pacific HP Gym access and be screened and registered. Rowing and Athletics will have health safety plans to be shared and coordinated with CSI Pacific and PISE.
- c. PISE Strength and Conditioning Coaches- are required to wear a face mask at all times. When possible, sessions will be outside to reduce risk of transmission. Office space will be limited to **two person** at a time and must be cleaned by coaches after being used.
- d. Front Centre Receptionist – Masks must be worn at all times. No food behind the desk. Plastic barrier installed around front of desk to reduce contact with public upon arrival. 2<sup>nd</sup> computer to be moved to end of work station to provide physical distancing. Hand sanitizer and cleaning solution to be at front desk at all times. Staff expected to clean high touch points behind front desk frequently. Counters and Moneris machines should be wiped and cleaned throughout the day.
- e. **Physical Literacy team - will not be allowed to car pool unless they live in the same household. Only two staff members allowed in the physical literacy space at once. Hand sanitizer and cleaning solution will be provided to the office space to maintain cleanliness.**
- f. Management and Leadership shared offices – Two people max per office when sharing and all staff must wear masks. PISE has alternative areas for staff to work - resource room and/or third floor lounge. Staff who share an office are expected to use the cleaner on touch points and desk before their shift and at the end. Each desk will have hand sanitizer to ensure hands can be cleaned while working in the office to reduce the risk of contamination. Short meetings in offices can be permitted as long as masks and physical distance are being maintained. Longer meetings must be in alternative spaces or by zoom. Resource room, board room and the third floor lounge are available as alternate work stations.

### **3. Steps to reduce transmission of COVID from shared equipment**

All staff are required to maintain sanitize and clean work environment.

### **4. Steps to reduce transmission of COVID from high touch areas**

- a. PISE maintaining regular cleaning protocols. Custodians are also cleaning at the end of day.

- b. PISE has installed additional hand sanitizer stations including more in the fitness centre, points of entry, and inside elevator.
- c. Elevator occupancy limit will be two person unless it is children with a care taker or an accessible athlete who has an aide worker.
- d. PISE has provided cleaning spray bottles around high contact areas for staff to also clean touch points throughout the day.
- e. High use doors have been blocked open to limit people using hands to open doors.

## STEP THREE: DEVELOP POLICIES

Develop the necessary policies to manage your workplace, including policies around who can be at the workplace, how to address illness that arises at the workplace, and how workers can be kept safe in adjusted working conditions.

Our workplace policies ensure that workers and others showing symptoms of COVID-19 are prohibited from the workplace.

1. **1. If you have been in close contact with a confirmed case of COVID but show no symptoms and are fully vaccinated**
  2. Self monitor for symptoms, wear a mask, social distance and return to work as normal
3. **If you have been diagnosed with COVID but show no symptoms and are fully vaccinated**  
Self monitor for symptoms, wear a mask, social distance and return to work as normal
4. **If you have been in close contact with a confirmed case of COVID but show no symptoms and are not fully vaccinated**  
Stay home, contact your supervisor and call 811 for guidance. Communicate your next steps to your supervisor based on what 811 says
5. **If you have been diagnosed with COVID and show symptoms and are fully vaccinated**  
Contact your supervisor, stay home until you are symptom free
6. **If you have been diagnosed with COVID and show symptoms and are not fully vaccinated**  
Contact your supervisor, stay home and call 811 for guidance
7. If you are unsure, we recommend you call 811 for the most up-to-date guidance. Here is a link with self-isolation and self-monitoring instructions: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/self-isolation#How-long>
8. Please communicate with your supervisor if you show any signs of illness as you will need to stay home until you are symptom free.

9. First aid attendants have been provided OFA protocols for use during the COVID-19 pandemic, including proper use of PPE equipment.
10. We have a working alone policy in place (if needed). N/A.
11. We have a work from home policy in place (if needed). N/A.
12. Ensure workers have the training and strategies required to address the risk of violence that may arise as customers and members of the public adapt to restrictions or modifications to the workplace. Ensure an appropriate violence prevention program is in place. **UPDATE Jan 7 2021: ongoing process and training for staff. If situation escalates or is not resolved, security is contacted.**
13. Our policy addresses workers who may start to feel ill at work. It includes the following: sick workers should go straight home. [Consult the [BC COVID-19 Self-Assessment Tool](#), or call 811 for further guidance related to testing and self-isolation.] If the worker is severely ill (e.g., difficulty breathing, chest pain), call 911. Clean and disinfect any surfaces that the ill worker has come into contact with.

## STEP FOUR: DEVELOP COMMUNICATION PLANS AND TRAINING

1. COVID-19 Sick policy – please refer to communication from Human Resources for up to date information.
2. Employees are encouraged to raise concerns and/or questions to their supervisors first then to PISE’s Joint Health and Safety Committee.

3. Posters will be posted in building and grounds: occupancy limits, effective hygiene practices, and signage at main entrances indicating who is restricted from entering the premises, including visitors and workers with symptoms.
4. Managers and supervisors will be trained on monitoring workers and the workplace to ensure policies and procedures are being followed by PISE employees.
5. A COVID Safety Committee will be formed with CSI, CSEE, RCA and AC representatives to ensure all building occupants are informed and engaged in COVID safety protocols.

**Please report any concerns to your organization COVID Building Safety Committee Rep:**

- **PISE: Jodi Hensel, Lindsay Player**
- **CSEE: Richard Stride, Steven Rumpel**
- **CSI: Noah Wheelock**
- **Chargers: Scot Cuachon**
- **The Clinic: Katie Olsen**
- **RCA: Sukraj Saraow**
- **AC: Geoff Harris**

## STEP FIVE: MONITOR YOUR WORKPLACE AND UPDATE YOUR PLANS

Things may change as your business operates. If you identify a new area of concern, or if it seems like **something isn't working**, take steps to update your policies and procedures. Involve workers in this process.

1. We have a phased plan of reengagement with a plan in place to monitor risks. We make changes to our plan, policies, and procedures as necessary.
  - a. Management team will be monitoring the phased return to business plan carefully and will make adjustments as needed. Weekly management meetings will consist of updates on the plan and review of any new information provided by the government regarding policies and regulations.
  - b. Front line staff to bring concerns to their supervisors and leadership team.





2. Workers know who to go to with health and safety concerns.
  - a. PISE Joint Health and Safety Communication information board is located in the Laundry room located on the first floor.
3. When resolving safety issues, we will involve joint health and safety committees or worker health and safety representatives (or, in smaller workplaces, other workers). In process.

## PISE PLAN FOR RESPONSE TO POSITIVE COVID INDIVIDUAL(S) IN BUILDING

### SICK EMPLOYEES

#### Island Health requires staff to self-monitor for symptoms of COVID-19.

Staff who have symptoms of the illness (a fever, cough or difficulty breathing) must not work.

1. If an employee is feeling sick **BEFORE** coming to an opening work shift:
  - The sick individual must contact supervisor if the sick employee. If unable to connect with their supervisor, connect with Human Resources.
  - In order to get confirmation to not show up, HR or a manager must reply to the sick employee knowing they have received contact.
  - **It will then be the manager's responsibility to contact other supervisors.**
2. If an employee is feeling sick **BEFORE** coming to a non-morning work shift:
  - The staff member is to contact their Supervisor and receive confirmation that the supervisor has received the information.



- It will then be the manager’s responsibility to contact other supervisors.
- 3. If an employee **SHOWS UP** feeling sick:
  - Employee is sent home immediately.
- 4. If an employee **DEVELOPS SYMPTOMS** while at work:
  - the employee should go home immediately. If unable to transport themselves, they will need to self-isolate in room until a family member or ambulance pick up.
  - **Inform the manager/supervisors saying that “(employee) was sent home due to having sick symptoms”.**
  - It will then be the manager’s responsibility to contact other supervisors and find coverage.

## PISE FACILITY RESPONSE IF EMPLOYEE TESTS POSITIVE FOR COVID

- PISE facilities does not shut down if there is a positive COVID case in the building.
- PISE is following PHO and Island Health guidance on how to proceed.
- Staff should be self-monitoring and following all PHO and Island Health guidelines to reduce the risk of transmission.

## PROGRAM RESTRICTIONS

Will follow all PHO restrictions (order in place as of Jan 20, 2022)