

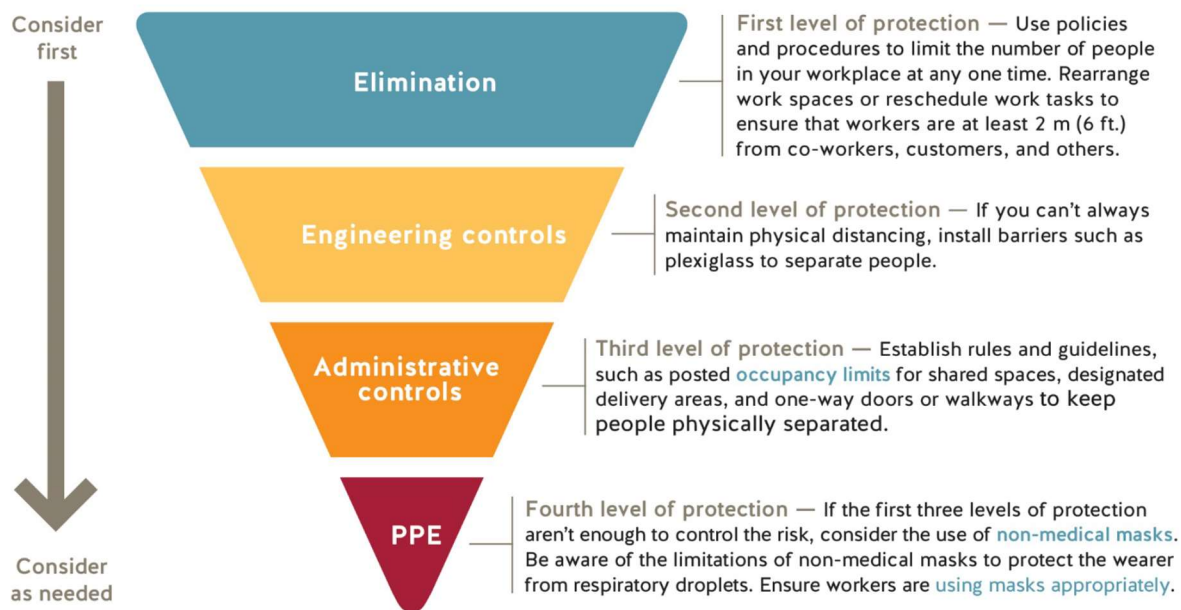
## Community Centre COVID-19 Department Risk Assessment and Safety Plan

As required by WorksafeBC and in accordance with orders issued by the office of the provincial health officer, this COVID-19 Safety Plan (the “Safety Plan”) is in place as the District of West Vancouver continues/resumes operations following work interruptions related to COVID-19.

### Process:

1. The attached Safety Plan template has been created based on Corporate Guidelines, location hazards and facility controls already in place. The risk assessment and safety plan will identify the risks related to COVID-19 and outline the protocols (or controls) that will be put in place to address those risks.
2. Department Managers will complete the attached document in order to ensure that departmental activities are included and they have a specific plan and ensure safe operations for workers. Contact Alastair Wright, Occupational Health & Safety Specialist, for any questions or assistance.
3. Once complete, the Safety Plan will be posted and/or distributed to employees.
4. The Safety Plan should be updated as provincial regulatory guidelines are amended and/or according to operational needs. When updates are made to the plan, it will be reviewed with Health and Safety and Risk Management in the District of West Vancouver.

The hierarchy of protocols that should be followed is displayed in the following graphic (WorksafeBC, COVID-19 Safety Plan document, 05/17/20):



<b>Department:</b>	Community Services
<b>Date:</b>	June 04 2020 (CS Joint Safety Committee Review June 9 2020)
<b>Completed by:</b>	SKetler; AGelz; SNannery; AWright

Identify the potential risks related to COVID-19 that are present for your department and the protocols that will be put in place to minimize these risks.

Potential Risk: <b>Exposure through being in close proximity to other employees</b>		Protocols to be implemented (if required):
Identify locations where employees gather (break rooms, meeting rooms, etc.):	<ol style="list-style-type: none"> <li>1. Meeting Rooms</li> <li>2. Lunch Room</li> <li>3. Multi Stall Washroom</li> <li>4. Change room</li> <li>5. Weight room</li> <li>6. Elevator</li> <li>7. Departmental Kitchen</li> <li>8. Coffee Shop</li> <li>9. Municipal Vehicles</li> <li>10. Corridor's</li> <li>11. Stairwells</li> <li>12. Swimming Pool</li> <li>13. Communal Offices</li> <li>14. Front desk</li> <li>15. Ice Arena</li> <li>16. Youth Hub</li> <li>17. Glen Eagles</li> <li>18. Aquatic Centre</li> <li>19. Community Centre</li> <li>20. Seniors Centre</li> </ol>	<ul style="list-style-type: none"> <li>• In person meetings replaced with Tele/Web Conferencing</li> <li>• Staff encouraged to eat at their desk or outdoors</li> <li>• Physical Distancing Guidelines, communications &amp; signage</li> <li>• Handwashing guidelines, facilities communications &amp; signage</li> <li>• Vehicle Occupancy Guidelines</li> <li>• Stay home when sick</li> <li>• Remote Work Guidelines</li> <li>• Office reconfiguration</li> <li>• Reduced workers onsite as many workers working from home</li> <li>• Staggered start times</li> <li>• Phased reopening planned for facilities</li> <li>• Occupancy Limits set and posted (See appendix for Room by room limits)</li> <li>• Hand sanitizer stations</li> <li>• Handwashing Facilities with soap and warm water</li> </ul>

<p>Identify job tasks and processes where workers are close to one another:</p>	<ol style="list-style-type: none"> <li>1. Administration/reception on roles</li> <li>2. OFA Attendants</li> <li>3. Travelling in the same vehicle to a site</li> <li>4. Room Set ups/breakdown</li> <li>5. Lifeguards</li> <li>6. Childminding</li> <li>7. SAC Kitchen</li> <li>8. Day Camps</li> <li>9. Staff Training</li> </ol>	<ul style="list-style-type: none"> <li>• Physical Distancing Guidelines, communications &amp; signage</li> <li>• Handwashing guidelines, facilities communications &amp; signage</li> <li>• Vehicle occupancy guideline of reduced workers per vehicle (1 recommended, 2 accepted)</li> <li>• Stay home when sick</li> <li>• COVID First Aid Protocols</li> <li>• Plexiglas barriers to be installed</li> <li>• In person meetings cancelled in favor of telephone or video meetings</li> <li>• Reduced workers onsite as many workers working from home</li> <li>• Reduced numbers of participants</li> <li>• Reduced class size</li> <li>• PPE available (mask, Face shields)</li> <li>• Phased reopening planned for facilities</li> <li>• Occupancy Limits set and posted</li> <li>• Reduced numbers for in person training sessions</li> </ul>
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Potential Risk: <b>Exposure through contact with tools, machinery and equipment</b>		Protocols to be implemented (if required):
Identify tools, machinery and equipment that workers share while working:	<ol style="list-style-type: none"> <li>1. Staff Kitchen utensils and equipment</li> <li>2. Printer/photocopier</li> <li>3. Hot Desk Computer Stations</li> <li>4. Office tools: stapler, hole punch</li> <li>5. Reception Counter</li> <li>6. Payment machine</li> <li>7. Trolleys</li> <li>8. Cleaning Carts</li> <li>9. Lifeguard equipment</li> <li>10. Program Equipment</li> <li>11. Weight room equipment</li> <li>12. SAC Commercial Kitchen equipment</li> <li>13. Telephone</li> <li>14. Audio Equipment</li> <li>15. Shared Keys</li> <li>16. PPE</li> <li>17. Zamboni</li> <li>18. Mobile Equipment</li> <li>19. Floor Scrubber</li> </ol>	<ul style="list-style-type: none"> <li>• Dish soap and hot water</li> <li>• Increased cleaning</li> <li>• Handwashing guidelines and facilities</li> <li>• Availability of spray cleaners and paper towels</li> <li>• Less staff in offices with remote work set ups</li> <li>• Stay home if feeling Sick</li> <li>• Increased cleaning</li> </ul>
Potential Risk: <b>Exposure through interaction with / being in close proximity to members of the public</b>		Protocols to be implemented (if required):

<p>Identify job tasks and processes where workers are in close proximity to members of the public:</p>	<ol style="list-style-type: none"> <li>1. Community Recreation Facilities front desk</li> <li>2. Program Leader/instructor</li> <li>3. Life Guard</li> <li>4. Fitness Instructor</li> <li>5. Weight Room Attendant</li> <li>6. Personal Trainer</li> <li>7. SAC Food Services</li> <li>8. Youth Outreach Worker</li> </ol>	<ul style="list-style-type: none"> <li>• Plexiglass barriers</li> <li>• Occupancy limits posted</li> <li>• Communications posted requesting sick individuals to not attend sites</li> <li>• Reducing class size</li> <li>• Increased online options for taxes and permits</li> <li>• Hand sanitizer stations in customer service hall</li> <li>• Signage reminding public <ul style="list-style-type: none"> <li>○ to stay home if sick</li> <li>○ Washing hands when they arrive</li> <li>○ Maintain physical distance</li> </ul> </li> <li>• Department offices are not open to public access other than the customer services hub</li> <li>• No drop in activities - registration required for program and facility use</li> <li>• Viewing areas closed (arena, gymnastics aquatics)</li> <li>• Reduced furniture in gathering spaces</li> <li>• Line up queues created with physical distancing markers</li> <li>• SAC eating in has been suspended indefinitely</li> </ul>
<p>Identify what materials may be exchanged during these job tasks and processes:</p>	<ol style="list-style-type: none"> <li>1. Deliveries</li> <li>2. Paperwork</li> <li>3. Payment</li> <li>4. Locker tokens</li> <li>5. Balls</li> <li>6. Ping pong paddles</li> <li>7. Program equipment</li> <li>8. First aid supplies</li> <li>9. Lost and found</li> </ol>	<ul style="list-style-type: none"> <li>• Reduced furniture in gathering spaces</li> <li>• Hand sanitizer stations in customer service hall</li> <li>• Communications posted requesting sick individuals to not attend sites</li> <li>• Increased cleaning of equipment</li> <li>• PPE available</li> <li>• Spray and towels for cleaning</li> <li>• Limit equipment for programs</li> </ul>
<p><b>Potential Risk: Exposure through contact with “high-touch” surfaces</b></p>		<p>Protocols to be implemented (if required):</p>

<p>Identify surfaces that people touch often (doorknobs, elevator buttons, light switches, etc):</p>	<ol style="list-style-type: none"> <li>1) Doorknobs</li> <li>2) Elevators</li> <li>3) Light switches</li> <li>4) Washroom doors</li> <li>5) Lunch room doors</li> <li>6) Vehicle <ol style="list-style-type: none"> <li>a. Seatbelt</li> <li>b. Steering wheel</li> <li>c. Mirrors</li> <li>d. Indicators</li> <li>e. Instrument panel</li> <li>f. Door handles</li> <li>g. Radio dials</li> </ol> </li> <li>7) Change room door</li> <li>8) Gym equipment</li> <li>9) Hand rail on stairs</li> <li>10) Kitchen appliances</li> <li>11) Printer</li> <li>12) Customer Service Counter</li> <li>13) Cabinets and other storage with communal access requirements</li> <li>14) Furniture</li> <li>15) Benches outside activity rooms</li> <li>16) Water fountains</li> <li>17) Point of Sale Machines</li> <li>18) Hot desk work stations</li> <li>19)</li> </ol>	<ul style="list-style-type: none"> <li>• Increased cleaning</li> <li>• Spray and paper towels available</li> <li>• Handwashing Guidelines</li> <li>• Remote work guidelines</li> <li>• Plexiglass barriers</li> <li>• Occupancy limits set and posted</li> <li>• Communications posted requesting sick individuals to not attend sites</li> <li>• Limiting or prohibiting visitors from access</li> <li>• Increased online options for taxes and permits</li> <li>• Hand sanitizer stations in customer service hall</li> <li>• Reducing furniture</li> <li>• Closing view areas</li> <li>• Signage reminding public <ul style="list-style-type: none"> <li>○ to stay home if sick</li> <li>○ Washing hands when they arrive</li> <li>○ Maintain physical distance</li> </ul> </li> </ul>
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Other Potential Risks:		Protocols to be implemented (if required):
	Staff Training Seniors Activity Centre (high risk population)	<ul style="list-style-type: none"> <li>• Reducing Size</li> <li>• Virtual Training</li> <li>• Ongoing communication with staff</li> </ul>

Additional Comments

## Appendix

### District policies, procedures and guidelines

Please refer to the following documents in addition to any site or position-specific information provided by a Supervisor/Manager:

A. Remote Work

1. [Remote Work Program – Covid-19](#)
2. WVMEA – Letter of Understanding – Telecommuting\*
3. Exempt Employees – Remote Work Guidelines\*
4. [Ergonomic Guidelines – Remote Work](#)

B. Outside Work

1. [2020 OHS Guidelines for Physical Distancing and District Vehicles](#)
2. [2020 OHS Covid-19 Guidelines – When distancing is not possible](#)

C. Occupational First Aid

1. [Covid-19 – OFA Attendant Protocols](#)

D. Division/Department-Specific Guidelines\*

Supervisors/Managers have provided and will continue to update department/division specific guidelines and/or bulletins to their employees.

The District will continue to ensure there are adequate policies, procedures and guidelines to manage the workplace.