



## Trail Parks & Recreation COVID-19 SAFETY PLAN OUTDOOR SPACES – USER GROUPS

June 4, 2020

The City of Trail owns a variety of outdoor recreation spaces including parks, beaches, sport fields, playgrounds, sport courts, natural areas, public washroom buildings, special purpose parks and various amenities.

The City of Trail is committed to adapting parks and recreation opportunities which align with [BC's Restart Plan](#) and the Provincial Health Office (PHO) guidelines and directives.

The City of Trail responded to direction from our public health officials to close facilities and many of outdoor spaces as well as ceasing services. The City is now working to reopen various facilities and offer services to our community cautiously, with the safety of staff and community being the priority. The [BCRPA Guideline for Restarting Recreation](#) provides the City with a framework to apply to the provision of recreation and parks services during the pandemic. The City will continue to follow all guidelines and orders as established by the Provincial Health Office.

This document is intended to provide user groups of outdoor spaces with an understanding of the City of Trail's protocols and the requirements of the user groups who are booking parks or outdoor facilities.

### CITY OF TRAIL PROTOCOLS

The City of Trail is responsible to:

1. Complete a Facility Assessment of outdoor spaces prior to opening the spaces up for rental opportunities.
2. Place signage at outdoor spaces outlining COVID-19 expectations from the public.
3. Update rental agreement terms and conditions for user group bookings with COVID-19 information as recommended by the Municipal Insurance Association of BC.
4. Ensure all user groups have completed a rental agreement and provided required documents including comprehensive liability insurance prior to permitting use of the outdoor space for organized activity.
5. Ensure all user groups have completed a COVID-19 Safety Plan.

### USER GROUP REQUIREMENTS

**The user groups are responsible to:**

1. Provide a COVID-19 Safety Plan which clearly demonstrates how activities will be provided to align with the directives of the Provincial Health Office, local authorities, and other relevant regulators (IE

WorkSafeBC). The Safety Plan must identify who will be responsible for ensuring compliance within the user group. The Safety Plan must be posted by the organization and/or available on-site during activities.

2. Non-sport user groups are required to provide COVID-19 Safety Plan approved by the organization's board of directors. Where a Board exists, verification that a COVID 19 Safety Plan exists will be required. This will be done by:
  - a. Groups signing and returning facility use agreements prior to being granted access **AND**
  - b. By providing a copy of their Board Resolution to the City at the time of booking space. Resolution should state that the Safety Plan adheres to the PSO guidelines and that it covers all aspects of the groups activities including volunteers, concession operation, as well as the general management of the sport itself. Further a commitment should be made to review the plan as the groups activities shift when/if restriction changes allow.
3. For user groups who do not have a board of directors, verification that the group understands their responsibility related to enforcement of the Safety Plan will form part of the contract agreement. The Safety Plan must be posted during use of the space and available at the request of the City.
4. Users groups are responsible to ensure that all participants are aware and are complying to the user group's COVID-19 Safety Plan and any other COVID 19 Safety measures specific to the site in use.
5. Complete a rental agreement with the City of Trail and provide all required documents including comprehensive liability insurance prior to utilizing the outdoor space for organized activity.
6. Should the City have concerns with the conduct of user groups not adhering to established guidelines and practices, usage privileges will be revoked.

### **Specific to Sport Groups**

7. Sport organizations must review the viaSport Return to Sport Guidelines, their Provincial Sport Organization Return to Sport Guidelines and develop a COVID-19 Safety Plan specific to their sport and the facility they are operating out of. The Safety Plan will need to cover all aspects of the groups activities including all roles of volunteers or paid individuals, as well as the general management of the sport itself. Further a commitment will need to be made to review the plan as the groups activities shift as restriction changes allow.
8. Verification that this safety plan exists, that it has been reviewed & will be enforced by your members (coaches, players, etc), and that it is reflective of the PSO guidelines will be required. This will be done by:
  - a. Groups signing and returning facility use agreements prior to being granted access **AND**
  - b. By providing a copy of their Board Resolution to the City at the time of booking the space. Resolution should state that the Safety Plan adheres to the PSO guidelines and that it covers all aspects of the groups activities including volunteers, concession operation, as well as the general management of the sport itself. Further a commitment should be made to review the plan as the groups activities shift when/if restriction changes allow.
9. COVID 19 Safety Plans should be readily available for viewing by users and at the request of the City.

10. Contracts issued as part of allowing access to public amenities will contain an amendment related to the assumption of risk associated with use of these spaces. These must also be signed and returned to the City prior to access being granted.
11. Should the City have concerns with the conduct of user groups not adhering to established guidelines and practices, usage privileges will be revoked.
12. For sport user groups who do not have a board of directors, the Safety Plan must be submitted and approved by the rental applicant.

**COVID-19 SAFETY PLANS**

The purpose of Safety Plans is to identify the specific control measures that will be taken in order to mitigate the risk of virus transmission, the party responsible for ensuring compliance within the user group, and include but is not limited to, a plan on managing physical distancing, common touch areas, and flow of participants.

The Province has highlighted 5 principles for every situation in the [BC Restart Plan](#):

## Five Principles For Every Situation

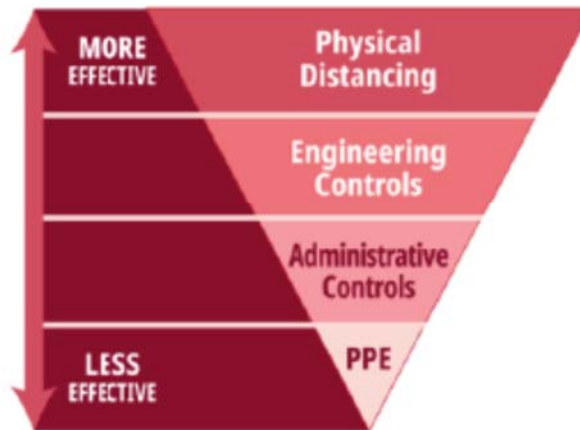
Personal Hygiene:	Stay Home if You Are Sick:	Environmental Hygiene:	Safe Social Interactions:	Physical Modifications:
<ul style="list-style-type: none"> <li>• Frequent handwashing</li> <li>• Cough into your sleeve</li> <li>• Wear a non-medical mask</li> <li>• No handshaking</li> </ul>	<ul style="list-style-type: none"> <li>• Routine daily screening</li> <li>• Anyone with any symptoms must stay away from others</li> <li>• Returning travellers must self-isolate</li> </ul>	<ul style="list-style-type: none"> <li>• More frequent cleaning</li> <li>• Enhance surface sanitation in high touch areas</li> <li>• Touch-less technology</li> </ul>	<ul style="list-style-type: none"> <li>• Meet with small numbers of people</li> <li>• Maintain distance between you and people</li> <li>• Size of room: the bigger the better</li> <li>• Outdoor over indoor</li> </ul>	<ul style="list-style-type: none"> <li>• Spacing within rooms or in transit</li> <li>• Room design</li> <li>• Plexiglass barriers</li> <li>• Movement of people within spaces</li> </ul>

The Restart Plan also includes the hierarchy of controls for COVID-19 which are fundamental to the information the recreation sector needs to restart operations:

## Hierarchy of Controls For COVID-19

The hierarchy of controls is a framework for reducing transmission hazards. The most effective controls are at the top of the pyramid.

Source: Koehler, K, Ruiz A. Can a mask protect me? Putting homemade masks in the hierarchy of controls. [Internet] 2020 April 2. Johns Hopkins Education and Research Center for Occupational Safety and Health.



The [BCRPA Guideline for Restarting Recreation](#) provides a checklist outlining considerations for user groups:

KEY CONSIDERATIONS	USER GROUPS TO CONSIDER
<b>Physical Distancing of at least 2 metres</b>	Procedures outlining how participants will maintain minimum distance; establish minimum distance based on type activity; may include a site plan.  Procedures outlining how spectators will maintain physical distancing.  Procedures for access and egress from facility including parking lots.
<b>Frequent Hand Hygiene</b>	Procedures to promote hand hygiene, including advising users to wash hands before arrival and after play, to provide personal hand sanitizer.
<b>Cleaning and Disinfection</b>	Users will sanitize their own equipment and do so with their own cleaning supplies.
<b>Gatherings (group size determined by physical distancing requirement)</b>	Confirmation of adherence to facility use area(s) maximum participant count for space being used.
<b>Participants Who Are Ill</b>	Process for advising participants in advance about personal health and addressing individuals exhibiting signs of illness on site.
<b>Sharing of Equipment</b>	Procedures for managing equipment needs for participants to avoid sharing of items.
<b>Communication Plan</b>	Evidence of communications to employees, volunteers, and participants to reinforce safety control measures.
<b>Training of Employees/Volunteers</b>	Evidence of training for individuals leading or supporting activities, per industry requirements (ie WorkSafeBC, etc)  New coaching/instructor guidelines.
<b>Emergency Procedures</b>	Updated procedures for first aid, medical assistance, PPE supplies, and protocol response to cases or outbreaks.

The [viaSport Return to Sport Guidelines](#) provides a **COVID-19 Safety Plan Template** in Appendix G which is a recommended tool to guide user groups through the planning process.

## IMPORTANT RESOURCES

### PROVINCE OF BRITISH COLUMBIA

B.C.'s Restart Plan: [https://www.scribd.com/document/460236402/B-C-s-Restart-Plan-Next-Steps-to-Move-Through-the-Pandemic#fullscreen&from\\_embed](https://www.scribd.com/document/460236402/B-C-s-Restart-Plan-Next-Steps-to-Move-Through-the-Pandemic#fullscreen&from_embed)

BC COVID-19 Go-Forward Management Strategy: [https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/bc\\_covid-19\\_go-forward\\_management\\_strategy\\_web.pdf?bcgovtm=20200506\\_GCPE\\_AM\\_COVID\\_9\\_NOTIFICATION\\_BCGOV\\_BCGOV\\_EN\\_BC\\_NOTIFICATION](https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/bc_covid-19_go-forward_management_strategy_web.pdf?bcgovtm=20200506_GCPE_AM_COVID_9_NOTIFICATION_BCGOV_BCGOV_EN_BC_NOTIFICATION)

B.C. Go Forward Strategy Checklist: [https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/gdx/go\\_forward\\_strategy\\_checklist\\_web.pdf](https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/gdx/go_forward_strategy_checklist_web.pdf)

PHO Orders: <https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/current-health-topics/covid-19-novel-coronavirus>

### HEALTH RESOURCES

Interior Health: <https://www.interiorhealth.ca/Pages/default.aspx>

COVID-19 (B.C.) Provincial Support: <https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support>

BC COVID-19 Self-Assessment Tool: <https://bc.thrive.health/covid19/en>

Health Canada Handwashing Guidelines: <https://www.canada.ca/content/dam/phac-aspc/documents/services/diseases-maladies/reduce-spread-covid-19-wash-your-hands/eng-handwashing.pdf>

Health Canada Personal Protective Equipment against COVID-19: <https://www.canada.ca/en/health-canada/services/drugs-health-products/medical-devices/covid19-personal-protective-equipment.html>

Health Canada List of Disinfectants for use against COVID-19: <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>

BCCDC Cleaning and Disinfecting: [http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting\\_PublicSettings.pdf](http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting_PublicSettings.pdf)

### POSTERS

COVID-19 Protection: <http://www.bccdc.ca/Health-Info-Site/Documents/COVID19-Prevention.pdf>

Physical Distancing: [http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19\\_PhysicalDistancingPoster.pdf](http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_PhysicalDistancingPoster.pdf)

Handwashing: [http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19\\_Handwashing%20Poster\\_MD%20offices.pdf](http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_Handwashing%20Poster_MD%20offices.pdf)

Do not enter if you are sick: [http://www.bccdc.ca/Health-Info-Site/Documents/COVID19\\_DoNotEnterPoster.pdf](http://www.bccdc.ca/Health-Info-Site/Documents/COVID19_DoNotEnterPoster.pdf)

Vulnerable Populations: <https://www.canada.ca/content/dam/phac-aspc/documents/services/publications/diseases-conditions/coronavirus/covid-19-vulnerablepopulations/covid-19-vulnerable-populations-eng.pdf>

Occupancy Limit: <https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-occupancy-limit?lang=en>

### **WORKSAFE BC RESOURCES**

Returning To Safe Operations: <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation>

COVID-19 Safety Plan Template: <https://www.worksafebc.com/en/resources/health-safety/checklist/covid-19-safety-plan?lang=en>

### **SPORT AND RECREATION RESOURCES**

Return to High Performance Sport Framework: <https://www.viasport.ca/sites/default/files/Canada%20-%20COVID-19%20Return%20to%20HP%20Sport%20Framework%20-%20May%202020.pdf>

BCCDC guidance for recreation facilities: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/community-settings/recreation-facilities>

BCRPA Sector Guidelines for Restarting Operations: <https://www.bcrpa.bc.ca/covidguideline>