



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

March 15, 2021

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 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 outdoor spaces as well as ceasing services in the Spring of 2020. The City is working to provide public access to recreation facilities and amenities 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

**GENERAL PUBLIC USE REQUIREMENTS** – *Help keep these outdoor spaces open!*

1. Adhere to all posted signage regarding COVID-19 protocols and precautions.
2. Ensure physical distancing from others of at least 2m (6 feet).

3. Mask usage is recommended if physical distancing cannot be assured.
4. If spaces are busy, please visit at another time. Limit use during peak times when others may be waiting to enjoy the amenity.
5. Informal gatherings of groups is not permitted. Should this occur, it could cause an amenity to be closed.
6. Informal sport use (ie. tennis, pickleball, multi-sport court) must follow the appropriate provincial sport guidelines and the most current Provincial Health Office guidelines. If there are concerns that these guidelines are not being followed, it could cause the amenity to be closed for general public use.
7. Do not visit outdoor amenities if you:
  - a. Have travelled outside Canada in the last 14 days
  - b. Have been in close contact with a person who has a confirmed case of COVID-19 and/or have been directed to self isolate by a health practitioner.
  - c. Have any symptoms of COVID-19 such as fever, chills, new or worsening cough, shortness of breath, sore throat, or head/muscle aches.
8. Bring your own hand sanitizer with you and use it before and after use of an outdoor amenity (ie. playgrounds).

#### **NON-SPORT 3<sup>rd</sup> PARTY BOOKINGS**

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 (i.e. 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 be available on-site during activities.
2. User groups are responsible for ensuring that all participants are aware of and are complying with the user groups COVID-19 Safety Plan and any other COVID 19 Safety measures specific to the site.
3. User groups are responsible for ensuring a prescreening health check is completed for all participants associated with the booking and that an attendance roster is maintained for each booking as per PHO Orders.
4. 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.
5. Should the City have concerns with the conduct of user groups not adhering to established guidelines and practices, usage privileges will be revoked.

#### **SPORT BOOKINGS**

1. SAFETY PLANS - 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 the sport and the facility being used that aligns with these documents. 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 (i.e. practices, games, volunteer activities etc). In some cases, this means

that more than one Safety Plan is required. As PHO restrictions allow the groups activities to change, user groups are required to update their Safety Plan accordingly and communicate these changes to the Parks & Recreation Department in advance of implementation.

2. Verification that the Safety Plan is in place, that it has been reviewed & enforced by the groups members (coaches, players, volunteers 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.
3. COVID 19 Safety Plans should be readily available for viewing by users and at the request of the City.
4. For sport 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.
5. 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.
6. Should the City have concerns with the conduct of user groups not adhering to established guidelines and practices, usage privileges will be revoked.
7. For sport user groups who do not have a board of directors, the Safety Plan must be submitted and approved by the rental applicant.
8. SPECTATORS – as per Provincial Health Orders, spectators are not permitted. Only those essential to the activity (players, coaches, key volunteers) are permitted and must be identified in the groups Safety Plan. Spectator areas are to be closed. Contract holders are responsible for identifying their management strategy of managing spectators (i.e. parents) in their Safety Plan.
9. MASKS – sport organizers are to follow the mask requirements as outlined by their associated PSO when it comes to when masks are required. Details should be identified in Safety Plans.
10. DUGOUTS – dugouts are to remain closed until further notice. As sport restrictions change, a decision will be made as to when these spaces can open and under what protocols.

## COVID-19 SAFETY PLANS

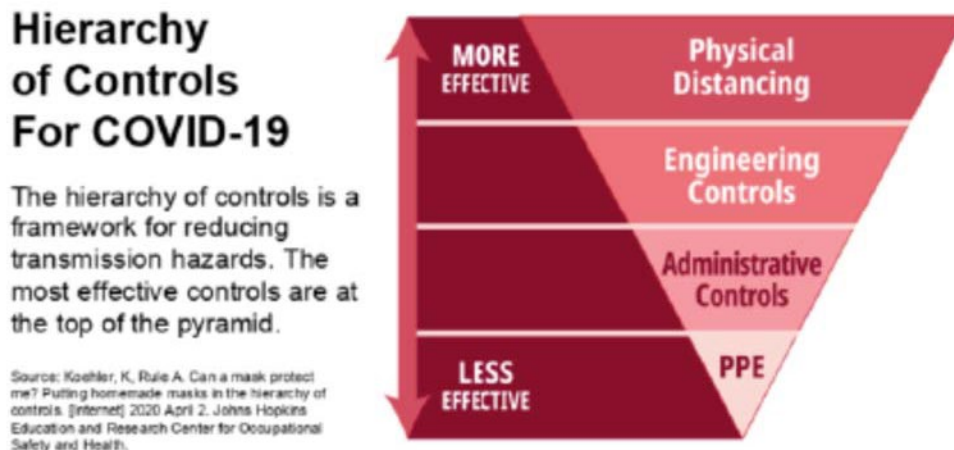
The purpose of Safety Plans is to identify the specific control measures that will be taken in order to mitigate the risk of virus transmission, the party responsible for ensuring compliance within the user group, and include but is not limited to, a plan on managing physical distancing, common touch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



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

KEY CONSIDERATIONS	USER GROUPS TO CONSIDER
Physical Distancing of at least 2 metres	Procedures outlining how participants will maintain minimum distance; establish minimum distance based on type activity; may include a site plan.

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	Procedures for access and egress from facility including parking lots.  Review PSO requirements.
<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. Review PSO requirements.
<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.

**IMPORTANT RESOURCES**

**PROVINCE OF BRITISH COLUMBIA**

PHO Orders: [COVID-19 \(Novel Coronavirus\) - Province of British Columbia \(gov.bc.ca\)](https://www2.gov.bc.ca/gov/content/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)

Province Wide Restrictions: [Province-wide restrictions - Province of British Columbia \(gov.bc.ca\)](https://www2.gov.bc.ca/gov/content/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)

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](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

**HEALTH RESOURCES**

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

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>

BC Centre for Disease Control: [BC Centre for Disease Control](https://www2.gov.bc.ca/gov/content/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)

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)

**SPORT & RECREATION RESOURCES**

viaSport: [Return to Sport | viaSport](#)

BCRPA: [BC Recreation and Parks Association - COVIDguideline \(bcrpa.bc.ca\)](#)

City of Trail: [COVID-19 Updates - City of Trail BC](#)

**WORKSAFE BC RESOURCES**

WorksafeBC: [COVID-19 - WorkSafeBC](#)

COVID-19 Safety Plan Template: [WorkSafeBC](#)