



VILLAGE OF FRASER LAKE
C.H FOOTE MEMORIAL ARENA
COVID-19 Policy Summer 2020

June 4, 2020

Step 1: Assess the risks 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 in contact with.

The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.

- We have involved employees and supervisors
- We have identified areas where people gather, such as meeting rooms, dressing rooms common areas and bleachers
- We have identified job tasks and processes where workers are close to one another or members of the public
- We have identified the arena equipment that workers share while working
- We have identified surfaces that workers and members of the public touch often, such as doorknobs, bathroom fixtures, light switches and hand rails
- We have identified occupancy limits within the arena

Step 2: Implement protocols to reduce the risks

- Social distancing in place (in the work space, meeting rooms, common areas, dressing rooms, on the ice/hard surface and in the bleachers)
- We have added signage about the occupancy limits of the space
- Developed a cleaning regimen with a log for after each use by workers or members of the public
- Signage at the front door to inform customers on arena procedures
- Signage is posted inside about handwashing protocols, protecting yourself and social distancing
- All arena equipment and high touch surfaces are cleaned as necessary
- Where possible, all doors are propped open to minimize contact
- Multiple hand washing stations available in the building

- Clients must book the space ahead of time
- Tracing policy to keep track of who comes and goes
- Clients must be in their full gear upon arrival
- Barricades to block off areas that do not need to be accessed by members of the public

Step 3: Develop policies

Our arena policies ensure that workers and members of the public showing symptoms of COVID-19 are prohibited from entering facilities owned by the Village of Fraser Lake.

- Handouts that all staff and employees have received and signed off on
 - Personal Health Check
 - Sanitizing Work Surfaces
 - Hand Hygiene Tips
 - Physical Distancing & Travelling in Municipal Vehicles
 - Sanitizing Village of Fraser Lake Vehicles
 - Sanitizing Village Radios
 - Exposure Control Plans
 - What is COVID-19?
 - Mail Handling
 - Social Distancing
 - Mental Health During a Pandemic
 - Flu Prevention
 - COVID-19 Protocol – Confined Space Entry
 - COVID-19 Protocol – Field Worksites
- Policy regarding the usage of the arena
 - COVID-19 Addendum to Facility Use Agreement/Licence
 - COVID-19 Assumption of Risk & Permission Form
 - COVID-19 Assumption of Risk Form
- Following all British Columbia and Canada Health recommendations and updating policies as the situation changes

Step 4: Develop communication plans and training

- All employees have received the policies regarding COVID-19 as packages for staying home when sick
- Signage at the entrance informing customers of the protocols within the building
- Signage posted in the building describing proper hygiene practices, protecting yourself and social distancing
- COVID-19 training for existing staff and for new hires (all policies listed above)
- New communication as is seen fit
- Review all cleaning regimen, tracing log, and social distancing policies with the event coordinators

Step 5: Monitor your workplace and update your plans as necessary

- Pay attention to the provincial and federal guidelines and adapt ours as needed
- Discuss any and all concerns with the CAO
- If you are sick or displaying symptoms of COVID-19 do not enter facilities owned by the Village of Fraser Lake
- Tracking sheets and cleaning logs for events held at the arena must be filled in by the event coordinator and will be monitored by the Village of Fraser Lake employees

Step 6: Assess and address risks from resuming operation

- Review and train employees and event coordinators on policies, cleaning regimen and use of all logs
- All event coordinators have signed and understand the COVID-19 Assumption of Risk Form
- The occupancy limit for the arena has been posted in an easily accessible area