



PARKS, RECREATION
& COMMUNITY SERVICES

COVID-19

Operational Guidelines for Saanich Recreation Centres

June 23, 2020

- Cedar Hill Recreation Centre
- Gordon Head Recreation Centre
- G.R. Pearkes Recreation Centre
- Saanich Commonwealth Place

This document is a work in progress and may change during implementation and throughout BC's Restart Plan. Saanich reserves the right to change these operational guidelines as per direction from the PHO, BCCDC, WorkSafeBC, Island Health, BCRPA, Lifesaving Society and other governing bodies.

Creating inspiring community spaces and places to connect, learn and belong

A decorative graphic at the bottom of the page consisting of two overlapping semi-circles. The left one is a dark teal color, and the right one is a light green color. They are partially cut off by the bottom edge of the page.

Guidelines for Saanich Recreation Centres

Key Principles Going Forward



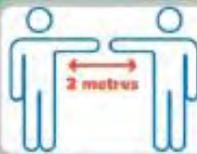
STAY HOME if you are SICK

Stay away from others if you are feeling ill, isolate at home, do not go to work.



PRATICE GOOD HYGIENE

Wash your hands often, avoid touching your face, cough/sneeze into your elbow or a tissue.



MAKE SPACE between PEOPLE

Maintain a distance of at least 2 metres from others and replace close contact greetings like handshakes, hugs or high fives with waves and smiles.



LEARN how to use PERSONAL PROTECTIVE EQUIPMENT as an ADDITIONAL control

Learn how to choose and use PPE correctly, know the limitations of PPE, and always have other controls in place.



MODIFY the ENVIRONMENT

Make your environment safer for interacting with others by reducing common touch surfaces, using non-porous barriers, or by changing room design.



INCREASE SANITATION

Disinfect common touch surfaces frequently using a chemical that will destroy the Coronavirus.



MANAGE INFORMATION

Stay informed, follow public health advice, keep records, and make sure information you communicate is clear, accurate and easy to find.

Guidelines for Saanich Recreation Centres

This document provides guidance for preventing transmission of COVID-19 to operators and customers of Saanich Recreation Centres. It is based upon current knowledge and it should be understood that the guidance is subject to change as new data becomes available and developments arise with this new virus; furthermore, unique situations may require some discretion in adjusting these guidelines which are meant to be supportive, not prescriptive.

WHAT is COVID-19?

COVID-19 is a respiratory infection caused by a newly identified virus. COVID-19 symptoms are similar to other respiratory illnesses including the flu and common cold. Most common symptoms include:

- Fever
- Chills
- Cough or worsening of chronic cough
- Shortness of breath
- Sore throat
- Runny nose
- Loss of sense of smell or taste
- Headache
- Fatigue
- Diarrhea
- Loss of appetite
- Nausea and vomiting
- Muscle aches (Source: BCCDC)

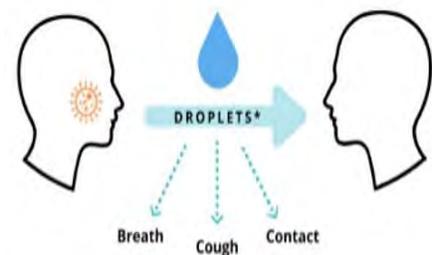
While less common, symptoms can also include:

- Stuffy nose
- Conjunctivitis (pink eye)
- Dizziness, confusion
- Abdominal pain
- Skin rashes or discoloration of fingers or toes.

Symptoms can range from **mild to severe**. Sometimes people with COVID-19 have mild illness, but their symptoms may suddenly worsen in a few days. While most people infected with COVID-19 experience only mild illness, severe illness can occur in some people, especially in those with weaker immune systems, the elderly and those with chronic medical conditions.

HOW COVID-19 Spreads

COVID-19 is spread through liquid droplets when an infected person coughs or sneezes. The virus in these droplets can enter through the eyes, nose or mouth of another person if they are in close contact with the person who coughed or sneezed. COVID-19 is not transmitted through particles in the air and is not something that can enter the body through the skin.



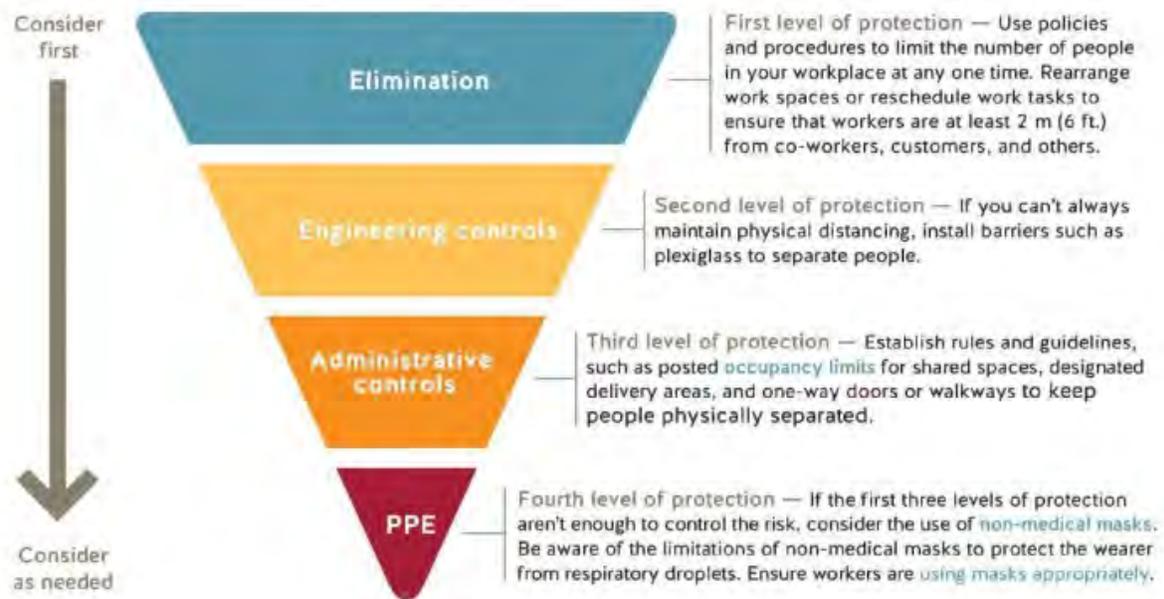
Resources:

- [VIDEO: Transmission of the COVID-19 coronavirus](#)
- [Island Health](#)
- [BC Centre for Disease Control](#)

Guidelines for Saanich Recreation Centres

Levels of Control

In the model shown below, control methods at the top of the pyramid are generally more effective and protective than those at the bottom. Following this model normally leads to the implementation of inherently safer systems, where the risk of illness exposure and/or transmission has been substantially reduced.



Typically, engineering controls are favored over administrative and personal protective equipment (PPE) for controlling exposures. This is because most engineering controls are designed to prevent people from coming into contact with an infectious person or contaminated surface in the first place.

Dr. Bonnie Henry, BC's Provincial Health Officer, has consistently asked British Columbia residents to physically distance themselves from others by 2 metres (or 6 feet). Following these four measures will assist in the prevention of spreading COVID-19.

Guidelines for Saanich Recreation Centres

HOW to use these Guidelines:

PART 1

Information is presented as a series of Operational Protocols which are applicable to all Business Areas.

- Employee Sickness
- Personal Hygiene
- Physical Distancing
- Cleaning and Disinfecting
- Handling Shared Equipment
- Site Management
- Scheduling
- Signage and Communications

In all cases, it remains important for everyone to stay home if you are sick, to wash your hands often, to keep your distance, and to disinfect high touch surfaces often.

PART 2

Business Area Protocols are presented for similar and unique areas within the four centres with completed risk assessments such that the appropriate combination of measures can be implemented.

- Front Desks
- Public Spaces/Mezzanine
- Weight Rooms
- Change Rooms SCP
- Aquatics SCP
- Change Rooms GHRC
- Aquatics GHRC
- Teen Centres
- Tennis Courts
- Art Centre Spaces
- Rentals
- Recreation Contractors (Programs)
- Ice/Arena
- General Program Rooms
- Swim Shop SCP

PART 3

External Partner Protocols are presented for contracts within recreation centres or for off-site programming. This is not an exhaustive list.

- Squash Courts
- Health Services Spaces
- Middle School Use (off-site)

Guidelines for Saanich Recreation Centres

Operational Protocol – Employee Sickness



GOAL: To maintain a healthy workforce by ensuring employees (and volunteers) stay home if they are ill.

Administrative Controls

- Inform your employees and volunteers that if they are sick with any symptoms of respiratory illness consistent with cold, influenza, or COVID-19, even if symptoms are mild, they must not work, they must remain at home, and they should contact their family physician, primary care provider, Health Link BC at 8-1-1, or BC COVID-19 self-assessment tool. Supervisors to follow Saanich's Return to Work Decision Tree.
- Employees will follow Saanich employee sign in and out protocol for COVID-19 tracing.
- Communicate Saanich's Pandemic, Illness and Sick Leave policies to create an environment where all employees feel supported in staying home when they are sick.
- Prepare contingency plans in cases where employees must remain home when sick.
- If an employee develops illness while at work, they should immediately remove themselves from any contact with others, notify their supervisor and call 8-1-1- or take the BC Self-Assessment tool to determine the safest response. Depending on the symptoms, the employee may need to immediately seek medical care. Additionally the employee should self-isolate. 8-1-1 will provide instructions regarding what the employee is to do based on their individual circumstance. Masks may be available at the worksite. *Employees do not go to OFAA if sick.*
- Supervisor/co-workers to ensure that objects and surfaces touched by sick employees are disinfected before being used by others.
- Anyone with symptoms can now be assessed and receive a COVID-19 test.
- If an employee has a COVID-19 diagnosis, the Island Health (with assistance from Saanich) will identify any co-workers who may have been exposed to the sick person. The Employee will not report to work until they are symptom free and it is safe to do so.
- The employer and employees should be reassured that if they haven't been contacted by Island Health then they are not considered a close contact, and there is no issue or concern identified by Island Health.

Resources:

- [Elink: Return to Work Decision Tree](#)
- [COVID-19 Self-Assessment Tool](#)
- [COVID-19 Symptoms, Testing and Isolation Island Health](#)

Guidelines for Saanich Recreation Centres

Operational Protocol – Personal Hygiene



GOAL: To limit spread of the virus by promoting good personal hygiene through hand washing, hand sanitization, and cough/sneeze etiquette

Engineering Controls

- Provide handwashing options in centres and use hand sanitizer at particular programs and entrances as necessary (i.e. weight rooms).
- Use posters to remind of the importance of handwashing/sanitizing following contact with high touch surfaces.
- All hand sinks must have liquid soap, single-use paper towels and running water at all times.
- Use portable hand washing stations for programs including Nature Preschool and Day Camps which spend much time outdoors.

Administrative Controls

- **Proper handwashing is the** single most effective way of reducing the spread of infection because soap actively destroys the surface of the virus. Wash hands with soap and water often – for at least 20 seconds. Use hand sanitizer when soap and water are not available.
- Employees must avoid touching their face without first cleaning their hands.
- Employees should cover their mouth and nose with a disposable tissue or the crease of their elbow when sneezing or coughing instead of their hands.
- Do not share food, drinks, utensils, etc.
- Encourage employees and patrons to hand wash or sanitize when arriving and leaving facility.
- Employees will receive training about the virus so they know how to minimize its spread.
- Employees are reminded to practice good hygiene throughout their shift.
- Replace physical greetings (high-fives, fist-bumps, hugs) with non-contact greetings.
- Communicate information to patrons using symbols when possible.
- Ensure translation (i.e., Simplified Chinese, Punjabi, Arabic and Korean and as requested) for non-English speaking patrons is available in facilities/websites.

Personal Protective Equipment

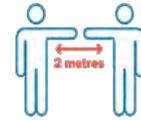
- Patrons and employees may prefer to wear masks. This may help prevent transmission from the person wearing the mask.
- If masks are used, users should be aware that masks can become contaminated on the outside when touched by hands, and may hinder breathing during strenuous activity.
- Avoid touching or adjusting masks, and do not share them with others.

Resources:

- Video: [Hand Washing](#)
- Video: [Cough & Sneeze Etiquette](#)
- Saanich Employee [COVID-19 Information](#)
- [BCCDC Handwashing](#)
- [Use of Masks FAQs - SaanichMask Decision Tree - Saanich](#)

Guidelines for Saanich Recreation Centres

Operational Protocol – Physical Distancing



GOAL: To modify the physical environment and increase space between people to eliminate transmission of the virus through respiratory droplets

Engineering Controls

- Remove unnecessary furniture, materials, equipment, and display cases in hallways and high traffic areas. Anything present must be easy to spray and clean.
- Make clear divisions between different areas/rooms to allow for physical distancing.
- Use visual markers or physical barriers to delineate different areas.
- Apply floor markings to indicate physical distances for line-ups at 2 metre increments where crowds normally form (e.g. washrooms, change rooms, line-ups, payment areas).
- Use directional arrows or signs to direct public flow in hallways/narrow areas where appropriate.
- Install floor graphics in rooms that conduct group classes for physical distancing.

Administrative Controls

- Revised room occupancy numbers are posted in each room (as per BCRPA Guideline).
- Monitor the number of individuals in facility areas. Ask patrons or employees to observe room occupancies and leave the space if too many are present.
- Patrons will be advised to stay in their vehicle until their program time to reduce opportunities for contact

Personal Protective Equipment

- Employees will use glasses, goggles or face shields when providing first aid where required by certifying bodies.
- Have available non-surgical masks for employees in instances where physical distancing cannot be maintained. Alternately, have portable barriers to place on counter/table to maintain physical distancing.

Resources:

- [BCRPA Recreation & Parks Sector Guideline for Restarting Operations](#)
- [First Aid Procedure for Dryland Program & Facility Employees \(with OHS for approval\)](#)
- [OFAA Procedure for COVID-19 \(coming soon from OHS\)](#)

Guidelines for Saanich Recreation Centres

Operational Protocol – Cleaning and Disinfection



GOAL: Increase cleaning and disinfection of common high touch points to prevent COVID-19 from spreading through contaminated surfaces.

Engineering Controls

- Place numerous spray bottles of disinfectant & single-use paper towel throughout premises for employees to use. At this time, patrons will not be provided cloth towels for disinfecting shared equipment.

Administrative Controls

- In addition to regular maintenance mid-day and end-of-day cleaning COVID-19 protocol, ensure a list of high touch surfaces is available and employees are trained to clean these surfaces (e.g., hand holds, bars, door knobs, switches, touch screens, counters, railings, faucets, workstations, phones, Moneris machines, photocopiers, scanners, etc.)
- Cleaning and disinfecting plans are posted in staff locations including list of high touch areas (including vending machines and ATMs).
- Assign and train employees with specific disinfection responsibilities, and have them initial their cleaning. Make available when requested by public.
- Provide employees with time to clean and disinfect equipment.
- Schedule adequate cleaning time for facility areas requiring a significant amount of time to disinfect (e.g. preschool space) in between program times. Modify operating hours (e.g. closing after program session for a short time) to clean and/or disinfect all surfaces.

Personal Protective Equipment

- Employees responsible for cleaning shall be equipped with any personal protective equipment deemed necessary, depending on the cleaning process and chemicals used.

Using disinfectants:

- Disinfectants must have a DIN (drug identification number) and be labeled with a Safety Data Sheet.
- Always follow the instructions on the label, and as directed by Supervisor.
- Be aware that for best results, the appropriate contact time is met. Surfaces must remain wet with disinfectant for the correct length of time in order to destroy any contamination. Technical Building Services Supervisors are in charge of all product choices and directions for cleaning and disinfecting.
- Surfaces that are dirty must be cleaned with soap and water first, before disinfecting.

Resources:

- [Health Canada approved disinfectants for COVID-19](#)
- [BCCDC Guideline for Cleaning and Disinfecting](#)

Guidelines for Saanich Recreation Centres

Operational Protocol – Handling Shared Equipment



GOAL: To provide supplemental guidance for shared equipment.

Administrative Controls

- Organize shared equipment and non-stationary equipment so clients can easily pick-up the item they want without having to touch many others.
- All non-stationary equipment is kept in one area ('to be cleaned' bin) to facilitate cleaning and disinfection in between uses. Items must be wiped down by employees between classes before being put back into circulation.
- Provide spray bottles of disinfectant for patron-use with single-use paper towels in areas where shared equipment is kept.
- Encourage patrons to clean their equipment before its use on Saanich floors or equipment. Provide spray bottles with disinfectant.
- If shared equipment cannot be properly disinfected, it should be removed from use.
- Encourage patrons to hand wash or sanitize before and after using equipment. Consider portable handwashing stations for programs without washrooms. Patrons are encouraged to bring their own hand sanitizer.
- Employees should hand wash or sanitize after touching anything that has been in the patron's possession and before helping the next patron.
- Allow extended times between rentals for thorough cleaning and disinfection.
- Launder linens normally, using the hottest water possible, and dry thoroughly.

PATRONS may bring their own gear for personal use whenever practical to reduce sharing of equipment.

- Helmets/hockey sticks
- Goggles
- Racquets
- Gloves
- Yoga mats and blocks
- Weight belts/wrist wraps

Guidelines for Saanich Recreation Centres

Operational Protocol – Site Management



GOAL: To modify normal business operations to minimize the potential for COVID-19 to spread in the facility.

Engineering Controls

- Make use of outdoor spaces as much as possible.
- Increase ventilation whenever possible by opening windows, doors, and increasing the fresh air intake on air handling units.
- Eliminate communal storage areas and instead provide separate bins or lockers.
- Clearly mark employee-only areas and do not allow patrons to enter these spaces.
- Install protective shields at customer service and patron consultation spaces.
- Water fountains will only provide bottle fill, no communal drinking.
- Centres may close washrooms stalls and sinks that do not meet physical distancing requirements, as long as still meeting BC Building Codes.
- Install protective barriers as needed between sinks where physical distancing cannot be observed or indicate closed sinks and showers where distancing is not possible.
- Remove food services from patron areas (i.e., coffee machine, supplies, microwave, etc.) to reduce touch points, and discourage congregating.

Administrative Controls

- Revised Room Occupancy numbers are posted in each room (as per BCRPA Guideline).
- Prop doors open for start and end of classes. or remove doors where possible so people can pass through without touching handles. Use automatic push buttons (protect hands through clothing). Fire-rated Doors cannot be propped open.
- WorkSafeBC COVID-19 Safety Plan for Recreation Centres are posted in each facility in public area, available on the Saanich website, and a copy available to any WorkSafeBC officers.
- Promote the new 'reserved spots' registration schedule (online/phone) with fixed blocks of time for specific activities. Staggered drop-ins throughout the day are not allowed.
- Discourage training activities that necessitate close contact with other people (e.g., need of spotters during weight training, sparring in martial arts programs, games in contact sports, etc.).
- Where activities involving direct contact take place, ensure that hand sanitizing practices are used before and after contact. Patrons may choose to wear masks.
- As much as possible, personal/group coaching sessions should be conducted in a manner that avoids touching clients. Use verbal cues while coaching or use technology to share instructional material and practice plans.
- Employees are to monitor centre areas to monitor control measures that are in place.

Guidelines for Saanich Recreation Centres

- To avoid obstructing access to equipment, patrons are encouraged to contain their belongings in a gym bag when not in use (i.e., cell phones, clothing, water bottles, towels etc.) and placed in designated spots (cubbies).
- Encourage customers to use their own water bottles. Water fountains will only provide bottle fill, no communal drinking.
- Encourage use of pre-payment using online services, or touch-free payment.
- Remove garbage flaps in garbage cans to decrease touch points
- Patrons and employees will be asked to follow all Saanich health screening protocols.
- For patrons with English as a second language, a translation card in the desired language will be shown to that individual during in-person registration.

Guidelines for Saanich Recreation Centres

Operational Protocol – Scheduling



GOAL: To make schedule adjustments that limits contact between people.

Engineering Controls

- Designate additional rooms or areas for breaks, and encourage use of outdoor spaces.
- Use large rooms, outdoor spaces, or virtual options for meetings.

Administrative Controls

- Follow Saanich Working from Home Policy to accommodate physical distancing in the workplace.
- Group classes are scheduled with extra time between classes to allow time to disinfect equipment, and avoid interaction between incoming and outgoing clients.
- When possible schedule small groups of employees who will consistently work together without crossover (e.g., aquatics).
- Hold virtual meetings whenever possible to eliminate travel between locations.
- Avoid shared foods.
- Stagger breaks for employees.
- Employee training should be done in small groups with physical distancing, or online.
- Provide disinfectant supplies in staff areas.

Guidelines for Saanich Recreation Centres

Operational Protocol – Signage & Communications



GOAL: To communicate important information and provide instructions in a way that is easily understood by everyone.

Engineering Controls

- Post physical distancing and hand washing and sanitizing signs in common facility and employee areas.
- Place posters near to all bathroom and kitchen sinks, reminding users of good hand washing practice.
- Create site maps to identify entry/exits, directions, signage, waiting lines, etc.

Administrative Controls

- Place signs on front doors notifying anyone feeling ill or experiencing symptoms potentially related to COVID-19 are not to enter.
- Maintain up-to-date and consistent messaging on websites, in social media, emails, press releases, and during conversations with customers to ensure all details are aligned, timely and accurate.
- Communicate information in multiple languages.
- Wherever possible, use diagrams and pictures to communicate information.
- Ensure the font size on signage is large enough to read if the person was standing 2 metres (6 feet) away from the sign.
- In wet areas and outdoors, laminate posters to protect them from water damage.
- Important signage is posted so it is clearly visible and distinguishable. Avoid posting signs next to product advertisements or community notice boards.
- Encourage employees to provide regular feedback on any issues with COVID-19 prevention measures to their supervisors or anonymously by using covid19@saanich.ca.

Resources:

- Saanich Employee [COVID-19 Information](#) (see Posters)
- [WorkSafeBC COVID-19 Information and Resources](#)

Guidelines for Saanich Recreation Centres

Business Area Protocol – Front Desks

GOAL: To identify any specific practices for Front Desk operation.

Engineering Controls

- Remove/close/modify workstations where physical distancing cannot be maintained.
- Where feasible move photocopiers and furniture in reception areas to ensure physical distancing and no pinch point for employee flow.
- Limit and/or eliminate shared common office equipment (pens, staplers, tape) or provide sanitization station nearby.
- Ensure there is access to hand washing and/or hand sanitizer.
- Install protective barriers between stations and public where needed.
- Install covers for Moneris pin pads for routine cleaning.
- Convert passage ways behind front counters to no stopping zones, unless physical distancing can be maintained

Administrative Controls

- Limit employee changeover and sharing of equipment.
- Limit access to reception areas by instructors, contractors, volunteers, etc. Encourage use of phone communication.
- Use paper sign in and out logs for employees, contractors, and volunteers to ensure tracing records are available.
- Follow cash control protocols for safe handling. Reduce cash handling where possible.
- Refund policy on pro shop items follows WorkSafeBC retail protocols for returning to operation. Returns are currently allowed. Employees to wash hands and use hand sanitizer after handling returns.
- Increase Moneris tap allowance to reduce touch points.
- Employees are trained on disinfecting protocol for shared equipment and workstations..
- Provide on-site sale of limited fitness/aquatic supplies and for patrons who have not brought their own. Eliminate try-on products when possible.
- Eliminate lending of Saanich equipment/supplies unless necessary. Sanitize when returned (e.g. pen).

Resources:

- COVID-19 Contactless Payment and Safe Cash Handling Procedures (in BRP folders)
- [WorkSafeBC Retail Protocols](#)

Guidelines for Saanich Recreation Centres

Business Area Protocol – Public Areas

GOAL: To identify any specific practices for PA including lobbies, bathrooms, SCP Mezzanine and meeting spaces.

Administrative Controls

- Where available use TV screens and media to provide awareness and expectations to patrons of protocols and direction.
- Ensure orientation does not create congestion and impact physical distancing.
- Eliminate spectators or visitors in public areas – essential attendance only.
- Use Greeters to direct patrons at entrances and patron management areas during facility and gradual service openings and then reduce use as needed.
- Ensure Greeters have proper protective barriers or PPE as needed.
- Remove paper handouts and flyers.
- Reduce paper Active Living Guides.
- Encourage patrons to quickly find their way to their program area and exit the building after activities.

Guidelines for Saanich Recreation Centres

Business Area Protocol – Weight Rooms

GOAL: To identify any specific practices for Weight Rooms.

Engineering Controls

- Space cardio and strength equipment to ensure meets BCRPA guidelines for spacing and guiding patrons and occupancy numbers. Remove equipment, including less popular pieces, from weight room to allow for spacing and physical distancing.
- Remove hard to clean large equipment.
- Storage and size of equipment may be determining factors for which pieces will be removed. If unable to move/store, cordon off equipment and place signage on to encourage no public use.

Administrative Controls

- Patrons must reserve a time slot in advance through phone-in or online registration. Drop-in public sessions available only through a registration process if space is available. Public will be encourage to use advance bookings whenever possible.
- Encourage patrons to 'come prepared' to work out; change rooms are not currently available to weight room patrons.
- Based on the guidelines from BCRPA (“using the same calculations for rooms, all equipment must provide for a two metre separation between people”) and Island Health, and taking into account physical distancing and safety of its users, Saanich will base its' maximums on that recommendation. Subsequent phases may allow for increased numbers.
- Strict entry and exit times to discourage long line-ups and loitering.
- Employees will manage enter and exit by patrons.
- Provide patrons their own disinfectant spray bottle for cleaning equipment before and after use.
- Before using equipment, patrons to clean high touch machine parts or equipment (pins, adjustment knobs, seats, handles) with disinfectant spray.
- After use of equipment, patrons to clean high touch machine parts or equipment (pins, adjustment knobs, seats, handles) with disinfectant spray.
- Clean cubby with disinfectant spray and paper towel before you leave.
- Encourage patrons to leave promptly at the end of reserved time for cleaning Weight Room before next reserved session.

Resources:

- [COVID-19 Guidance for Gyms and Fitness Centres in Island Health's Region](#)

Guidelines for Saanich Recreation Centres

Business Area Protocol – Change Rooms GHRC

GOAL: To identify any specific practices for Change Rooms at GHRC.

Engineering Controls

- For summer, Day Camps use Universal Change Rooms. Aquafit uses gender change rooms.
- Close necessary showers and sinks to promote physical distancing.
- Wallet lockers are available on the pool deck for patron use.
- Provide soap dispensers at on deck showers.
- Lockers will be out of service to minimize touch points.
- Hand dryers may be turned off to discourage lingering and patrons personal grooming.
- Cover electrical outlets to discourage use of hair dryers etc.
- Cover mirrors as necessary to limit the time spent on grooming.
- Increase cleanings and clean between discrete activities.
- Equip the site with additional cleaning supplies (spray sanitizer and paper towels) so patrons can wipe down surfaces at their own discretion.
- Use marker dots on changing room benches to indicate 2 metre spacing for patrons to change.
- Ensure change tables are cleaned during high touch disinfecting times.
- Remove baby play pens.

Administrative Controls

- Encourage patrons to arrive pre-changed in their bathing suits (swim ready).
- Direct patrons from line ups into change rooms, as well as from pool deck back into change rooms.
- Post and manage change room occupancy numbers.
- Universal change rooms are available for patrons to change and have quick showers.
- Structure increased entry and exit times into swim programming to ensure patrons have adequate time to change.
- Ask patrons to take quick (30 second) cleansing showers with soap prior to entering the pool.
- Direct patrons to take showers involving shampoo, conditioner, and other grooming products at their home/work. Ask patrons to move quickly through the change rooms.
- Employees will give notice to patrons when the change rooms needs to be cleared. For example, “the change rooms will be closing in 5 minutes. We ask that you quickly exit so that the next group may enter.”
- Ask patrons to keep their personal items to a minimum.
- Patrons will take belongings in their bags to cubical storage on deck. Valuables can be stored in deck wallet lockers.
- Patrons can use the toilet in universal change room #5 during swim sessions.
- Universal change room #4 and #6 available for accessible washroom/changing.

Creating inspiring community spaces and places to connect, learn and belong

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Business Area Protocol – Aquatics GHRC

GOAL: To identify any specific practices for Aquatics at GHRC.

Engineering Controls

- Patrons must reserve a time slot in advance through phone-in or online registration. Drop-in public sessions available only through a registration process if space is available. Public will be encouraged to use advance bookings whenever possible.
- Hot tub, sauna, steam room, spray features, inflatables, climbing wall, water slide, and Tots pool are closed. Some features may re-open as per PHO guidelines after initial stages of re-open.
- General deck seating will be removed with the exception of designated seating for camp participants who are not swimming.
- On deck ping pong table, kiddie play house, and Connect 4 are removed to minimize touch points.

Administrative Controls

- Occupancy limitations for each of the pools permit at least 5m² per swimmer (as per Lifesaving Society guidelines). Occupancy numbers for all swimming activities will be posted.
- Use of goggles is encouraged.
- Use of snorkels is prohibited.
- Pool training equipment including flutter boards, pull buoys, P.F.D.s, and aqua belts is available to patrons upon request. Encourage patrons to bring own training equipment.
- If necessary after patron use, shared equipment is placed in a bin to be cleaned by Lifeguards during off-rotations as an added precaution.
- Increase PPE and protocol for Lifeguards providing first aid.
- Train Lifeguards on COVID-19 first aid and water rescue protocols for staff and patron safety.
- Instructors will teach lessons out of the water with the exception of required in-water demonstrations.
- Implement additional safety protocol for swim lessons to limit Instructors direct contact with participants (e.g., offering “Swim with Me” lessons where parent supports child in the water).
- See GHRC Pool Safety Plan COVID-19 Amendment for further details.
- Follow any recommendations from Island Health Environmental Officers on-site visit.

Resources:

- [Guidelines for Re-Opening BC's Pools and Waterfronts \(BC and Yukon Branch of the Lifesaving Society\)](#)
- Pool Safety Plan COVID-19 Amendment – GHRC (in BRP folder)

Guidelines for Saanich Recreation Centres

Business Area Protocol – Change Rooms SCP

GOAL: To identify any specific practices for change rooms at SCP.

Engineering Controls

- SCP utilizes several discrete change room spaces.
- Main change rooms are used by public and fitness classes in teach pool.
- Day Camp participants will use family change rooms.
- Alternative entrances and exits are used for High Performance athletes.
- Team Change rooms will be used by public lane swimmers and athletes using the Competition Pool.
- Lockers will be out of service to minimize touch points.
- Turn off hand dryers to discourage lingering to perform personal grooming.
- Cover electrical outlets to discourage use of hair dryers etc.
- Bathing suit spinner will be out of service due to cross contamination issues.
- Bins will be available on pool deck for personal belongings as lockers are out of service.
- Patrons will enter through main change rooms before swimming and will leave through Universal change room hallway after swimming.
- Washrooms on deck available for washroom needs and minimize public returning to change rooms.
- Showers will indicate alternate showers in use to create physical distancing between users.
- Post and manage change room occupancy numbers.
- Increase cleanings and clean between discrete activities.
- Propping entry and changing room doors open is not recommended for pools because many doors and gates are critical for safety and to secure the pool enclosure, or for reasons of patron privacy (e.g. changing rooms).
- Equip the site with additional cleaning supplies (spray sanitizer and paper towels) so patrons can wipe down surfaces at their own discretion.
- Use marker dots on the changing room benches to indicate 2 metre spacing for patrons to change.
- Ensure change tables are cleaned during high touch disinfecting times.
- Remove baby play pens.

Administrative Controls

- Encourage patrons to arrive pre-changed in their bathing suits (swim ready). to minimize the time spent in change rooms.
- Patrons are encouraged to keep personal belongings to a minimum and to store belongings in the deck bins provided. Patrons are required to spray clean before and after use.

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Guidelines for Saanich Recreation Centres

- Patrons will have access to the change rooms 5-20 minutes before start of their scheduled activity to allow for limitations in change rooms. This will facilitate lower numbers in change rooms. Use will be staggered and reflect change room occupancy limits.
- Ask patrons to take quick (30 second) cleansing showers with soap prior to entering the pool.
- Direct patrons to take showers involving shampoo, conditioner, and other grooming products at their home/work. Ask patrons to move quickly through the change rooms.

Guidelines for Saanich Recreation Centres

Business Area Protocol – Aquatics SCP

GOAL: To identify any specific practices for Aquatics at SCP.

Engineering Controls

- Patrons must reserve a time slot in advance through phone-in or online registration. Drop-in public sessions available only through a registration process if space is available. Public will be encouraged to use advance bookings whenever possible.
- Occupancy limitations for each of the pools permit at least 5m² per swimmer (as per Lifesaving Society guidelines). Occupancy numbers for all swimming activities will be posted.
- Open water programs maxed out to ensure 5m² per person.
- Hot tub, sauna, steam room, spray features, inflatables, water slide, and tot pool will be closed during the initial phases. Tots Pool, Hot Tub, and Waterslide will be emptied and closed to ensure physical distancing during initial stages of re-open. These spaces will be physically closed off and signs posted to ensure public safety around the pools.
- Signage and lane numbers will indicate the space that patrons have been pre-assigned.
- Alternate entrances and exits used for patrons using the Teach pools, Dive Tank and Leisure pool.
- Patrons using Competition Pool will enter through Team Change rooms and leave through lower lobby doors to allow for one way traffic flow through these change rooms.
- General deck seating will be removed with the exception of designated seating for camp participants who are not swimming.
- Pool deck storage room will be locked and accessible only to employees to minimize touch points.

Administrative Controls

- Access to pools will be staggered through scheduling to minimize the number of people in a change room. Patrons will be encouraged to arrive 5-20 minutes prior to their booking in order to change.
- Lifeguards will have increased PPE requirements for providing first aid. Additional changes to first aid and water rescue protocols are based on Lifesaving Society recommendations.
- Pool equipment will be minimized and patrons will be encouraged to bring their own equipment (flutter boards, pull buoys). If borrowed, equipment will be cleaned by lifeguard staff. The virus is not known to survive in water that is chlorinated at 2 ppm.
- Use of goggles is encouraged.
- Use of snorkels is prohibited.
- Patrons are encouraged to bring only required items with them and leave their other belongings at home, in a car, with a friend, etc. Baskets will be provided on deck to store belongings during their visit.

Guidelines for Saanich Recreation Centres

- Clubs/contractors accessing the pools will need to complete and submit their (1) Safe Return to Sport Guidelines as directed by their National Sport Organization and Provincial Sport Organization, (2) Saanich Contractors, Licensees and Leaseholder Form or New Rental Addendum in ActiveNet, and (3) WorkSafeBC COVID-19 Safety Plan
- See SCP Pool Safety Plan COVID-19 Amendment for further details.
- Follow any recommendations from Island Health Environmental Officers on-site visit.

Resources:

- [Guidelines for Re-Opening BC's Pools and Waterfronts \(BC and Yukon Branch of the Lifesaving Society\)](#)
- Pool Safety Plan COVID-19 Amendments SCP
- [Water Polo Canada](#)
- [Swimming Canada](#)
- [Diving Canada](#)
- [Canada Artistic Swimming](#)
- [Triathlon Canada](#)

Guidelines for Saanich Recreation Centres

Business Area Protocol – Teen Centres

GOAL: To identify specific practices for Teen Centres (GRP, GHRC, SCP) as they become available

Engineering Controls

- Eliminate communal storage areas and instead provide separate bins or lockers.
- Ensure shared equipment is positioned to allow for proper distancing within each centre.
- Remove or limit equipment which is difficult to clean high touch points.
- Direct participants to store belongings (e.g., backpack, helmet) in personal bin provided upon entry.
- Limit use and ensure physical distancing during use of shared common spaces (e.g., couches).

Administrative Controls

- Follow room occupancy limits for physical distancing (as per BCRPA Guidelines).
- Require information gathering for all drop in program participants (i.e., contact tracing).
- Maintain communication with schools, Saanich Police Department, health agencies and other partner agencies to ensure consistent information.
- Manage safe social interactions by limiting group size to occupancy limits inside and promoting small groups within and outdoors.
- Direct participants to hand washing or hand sanitize before and after eating, and after using any equipment. Limit shared food.
- Encourage activities that maintain distancing measures (i.e., solo or easily spread). Avoid activities that impede distancing measures and/or contact intensity.
- To avoid obstructing access to equipment, patrons are encouraged to contain their belongings in a backpack when not in use (i.e., cell phones, clothing, water bottles, etc.) and placed in designated spots (cubbies).
- Extend times between rentals or user groups to allow for thorough cleaning and disinfection.
- Launder linens normally, using the hottest water possible, and dry thoroughly.
- Wash dishes as normal, ensuring proper cleaning throughout.

Guidelines for Saanich Recreation Centres

Business Area Protocol – Tennis Courts

GOAL: To identify any specific practices for the Tennis Courts at CHRC.

Engineering Controls

- Decommission “Tennis Lobby” area to prevent gathering. Provide an area for hand washing or hand sanitizing when entering the courts.
- Create well-spaced “waiting areas” behind courts or outside of tennis building to prevent crossover of court users overcrowding before lessons or court rental times.
- Designate entrances and exits for court users (Court 1 and Court 4 side doors will be used as exits).
- Benches and courtside seating will be removed.
- Use foam dividers between courts to prevent balls from crossing to another playing area.

Administrative Controls

- Follow room occupancy limits for physical distancing (as per BCRPA Guidelines).
- Ensure that no more than 20 participants are in the tennis building at a time (4 players and 1 employee per court).
- Reduce lesson sizes to promote physical distancing and overcrowding while waiting for lessons.
- Where possible allow court rentals to be pre-paid over the phone or via cashless payment at Reception.
- Promote additional pre-paid block bookings and manage occupancy limits
- Keep records of all program participants and court users.
- Encourage patrons to bring their own equipment. Encourage writing of names on balls to prevent cross contamination.
- Utilize employees (or volunteers) to assist in “directing traffic” and to notify court users that are waiting when their court has been vacated.
- Ensure employees/volunteers are protected through physical distancing, protective barriers or PPE as needed.

Resources:

- Tennis Canada: Tips And Recommendations For Players (in BRP folders)
- Tennis Canada: COVID Tips poster (in BRP folders)
- Tennis BC: Preventative & Protective Measures For Re-Opening Your Club Or Facility For Recreational Play (in BRP folders)

Guidelines for Saanich Recreation Centres

Business Area Protocol – Arts Centre Spaces

GOAL: To identify any specific practices for Arts Centre Spaces

Engineering Controls

- In pottery studio – “technician only” area with sink cordoned off from participants
- Discontinue use of closets with hangers. Store personal belongings in bins or cubbies.
- Mark floors to designate spacing for sink line-up and one way passageways.

Administrative Controls

- Follow room occupancy limits for physical distancing (as per BCRPA Guidelines).
- For children and youth art programs, provide art supply & tool kits to avoid sharing materials. Disinfect kit container before each class.
- For adult programs and possibly others, participants bring their own supplies/equipment. Encourage patrons to clean any of their supplies/equipment before use on Saanich floors or equipment. Provide spray bottles with disinfectant.
- Participants are to hand wash or sanitize upon arriving, before and after eating and at end of program.
- For art programs, use a document reader (video camera with projector) if possible to prevent crowding during demonstrations.
- Dancers should arrive in appropriate clothing and not use change rooms.
- Participants are to bring their own dance props such as ribbons or scarves or buy from centre.
- Disinfect touch points on art drying racks & pottery carts. Encourage artwork to be taken home daily.
- Disinfect touch points such as ballet bars before each class.
- Conduct camp sign-in outdoors. Demarcate line up spots. Parents do not enter studio.

Guidelines for Saanich Recreation Centres

Business Area Protocol – Arts Centre Gallery

GOAL: To identify any specific practices for Art Centre Gallery at CHRC

Engineering Controls

- Use directional arrows to provide traffic flow route and consider use of display plinths/stanchions to direct flow if required.
- Remove all seating to reduce touch points and loitering (or leave one bench designated for patrons with accessibility limitations if required).
- Adjust manual on/off light bank to “continuous on” to avoid touch point.
- Consider removing entrance door to remove high touch point and increase airflow.
- Consider restricting use of rear door to prevent congestion point at entrance to Activity Room.
- Close gallery doors and use CLOSED signage when gallery installations or take downs are underway to prevent congestion.

Administrative Controls

- Follow room occupancy limits for physical distancing (as per BCRPA Guidelines).
- Place signs on front door or entrance providing room maximum of 5 people allowed in space at one time and recommended 2m physical distancing.
- Display “do not touch” signage to prevent transmission.
- Increase cleaning of entrance doors if removal of door not possible (as propping open door to minimize touch points impedes hallway traffic flow).
- Implement revised exhibition procedures with artists for instructions for installation and take down, equipment sanitization and other measures to ensure physical distancing and reduce risk of transmission.
- Remove paper handouts, flyers and guest books.
- At this time, there will be no public gallery openings.

Resources:

- [WorkSafeBC Arts and Cultural Facilities: Protocols for returning to operation](#)

Guidelines for Saanich Recreation Centres

Business Area Protocol – Rentals and Leases

GOAL: To identify any specific practices for Leased Areas, Community Rentals and Sport Users.

Engineering Controls

- Routes clearly marked with directional arrows or floor markings to leased/rented spaces and waiting areas. Access and egress should be posted.
- Rental space occupancy will be limited to 5m² per person as per BCRPA Guidelines. Permits identify the maximum capacity of the rental space along with COVID-19 Addendum.

Administrative Controls

- Follow room occupancy limits for physical distancing (as per BCRPA Guidelines).
- Sport rental groups will be required to include reference to their sport governing body and show how their activities fit within the ViaSport Activity Chart. Only sports with National, or Provincial guidelines will be permitted.
- If the rental group is an employer (as per WorkSafeBC), renter is to prepare, submit, post and have available a WorkSafeBC COVID-19 Safety Plan.
- Schedule reasonable time between rentals to accommodate cleaning and sanitizing protocols and set up / strike.
- Post a schedule of room use so renters can locate the correct space and time for their meeting or event
- Renters and lessees are responsible to provide any additional hand sanitizer requested with the program space.
- Renters and lessees are responsible to sanitize their own equipment and do so with their own cleaning supplies.

Resources:

- ViaSport Return to Sport Guidelines

Guidelines for Saanich Recreation Centres

Business Area Protocol – Recreation Contractors

GOAL: To identify any practices for Recreation Contractors to follow

Administrative Controls

- Follow room occupancy limits for physical distancing (as per BCRPA Guidelines).
- Follow all Saanich Recreation Centre COVID-19 safety protocols in this document or as per Programmer's instructions
- Contractors are obligated to ensure they satisfy all legal requirements or protocols related to the COVID-19 Pandemic, whether imposed by WorkSafeBC or any other authority having jurisdiction including orders of the Provincial Health Officer.
- Meet WorkSafeBC's [employer requirements](#) related to COVID-19. See also "As an employer, how do I fulfill my responsibility to ensure a healthy and safe workplace" in [WorkSafeBC FAQs](#)
- Submit a complete WorkSafeBC COVID-19 Safety Plan to Programmer.
- If a contractor leads a sport with a provincial sport organization, contractor may be required to submit a Return to Sport plan as per ViaSport Return to Sport Guidelines.
- Provide list of applicable industry specific requirements.
- If a contractor/employee develops illness while at work, they should immediately remove themselves from any contact with others, notify their Programmer and call 8-1-1- or take the BC Self-Assessment tool to determine the safest response. Depending on the symptoms, the contractor may need to immediately seek medical care. Additionally the employee should self-isolate. 8-1-1 will provide instructions regarding what the contractor is to do based on their individual circumstance. Masks may be available at the worksite.
- Report any COVID-19 related symptoms of patrons or contractors/employees immediately to the Programmer/Manager. Assist with following any required Island Health or Saanich protocol.
- Ensure they have been oriented to, understand and follow, Saanich's Patient Zero requirements including who to contact to report a suspect, probable or confirmed case and what information must be provided.
- Contractors will follow Saanich sign in and out protocol for COVID-19 tracing.

Guidelines for Saanich Recreation Centres

Business Area Protocol – Ice/Arena

GOAL: To identify any specific practices for Ice/Arena at GRP

Engineering Controls

- Post COVID-19 safety information and rules at main entrances.
- Entrance and Exit through main front doors and follow direction to your location by floor markers and arrows.
- Encourage patrons to hand wash or sanitize before and after activities.
- Dividers and fencing are in place separating walkways in some areas.
- Protection barriers are installed at reception and Skate Shop
- Facility hallways are cleared; user groups are not permitted to set up tables in lobby.
- Bleachers will remain in place, with physical distancing decals.
- Showers and washrooms in dressing rooms are closed.

Administrative Controls

- Follow room occupancy limits for physical distancing (as per BCRPA Guidelines).
- Contact/competitive sports are not in play at this time. Follow ViaSport Return to Sport guidelines.
- Ice cleans will change from 10 mins to 15 mins to give time to clean high touch areas between users.
- Ice Capacity will be reduced to 20 people on the ice at one time including coaches, employee or parent/guardian.
- Employees direct patrons during ice changes. BSWII scheduled to clean the ice, and sanitize surfaces
- Coaches supervise skaters at all times to encourage physical distancing
- Encourage participants to bring water bottles prefilled.
- Encourage participants to arrive in full gear (with skates and skate guards).
- Spectators are discouraged.
- If skater is a minor and a guardian is required, 1 guardian per skater may attend each session. No minors allowed in spectator area.
- Designated spectator areas will be assigned to each booking.
- Dressing room capacity is 10 per room as per BCRPA Guidelines.
- Areas of use will be marked in dressing room floor.
- Each booking (user group) will receive 2 dressing rooms for their booking.
- Dressing rooms will remain open and unlocked; encourage participants to leave valuables at home.
- Dressing rooms are available 20 minutes before bookings and 20 minutes after bookings.
- Prior to ice time, skaters must remain in their dressing room until the previous skaters have left the ice and enter their dressing rooms.
- Skaters should remain in full gear outside of dressing rooms. Skaters should keep gloves on at all times to reduce direct contact with items.

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Guidelines for Saanich Recreation Centres

- High Touch areas of dressing rooms will be cleaned between groups.
- Use floor markings at in lobby and Skate Shop for physical distancing.
- Discontinue exchange of shoes for rental skates and remove skate drying towels.
- Install protective cough guard at Skate Shop.
- Hand sanitizer available at the Green Rink back doors/Skate Shop.
- Employee will be trained on COVID-19 and new first aid protocols.
- Skate Staff will be trained to help with cleaning high touch areas during Saanich programs.

Resources:

- Hockey Canada COVID-19 Guidelines
- Skate Canada COVID-19 Guidelines
- ViaSport Return to Sport Guidelines

Guidelines for Saanich Recreation Centres

Business Area Protocol – General Program Rooms

GOAL: To identify any specific practices for General Program Rooms and Gymnasiums.

Engineering Controls

- Post room occupancy for static and active activities – use BCRPA distancing guidelines of 1m radius for static activities and 2m radius for active classes (i.e.: aerobics).
- In the case of table tennis, badminton, and pickleball, ensure the number of nets and table set-up allows for physical distancing.
- Lock storage areas to control access to equipment.
- Change Rooms are not available (i.e.: for drop-in sports and fitness participants).
- Close off viewing areas.

Administrative Controls

- Follow room occupancy limits for physical distancing (as per BCRPA Guidelines).
- Participants should/must bring their own gear for personal use to reduce sharing of equipment. Encourage patrons to clean any of their supplies/equipment before use on Saanich floors or equipment. Provide spray bottles with disinfectant.
- Encourage people not to bring belongings that require storage.
- Develop set-up diagrams for each activity within each space and have available for employees on duty for reference.
- Employees will take attendance at sessions and file attendance lists with the front desk.
- Extend times between activities to allow for cleaning and disinfection as well as to reduce the chance of participants coming into contact when passing.

Guidelines for Saanich Recreation Centres

Business Area Protocol – Swim Shop SCP

GOAL: To identify any specific practices for the Swim Shop at SCP.

Engineering Controls

- Limit access to shop to 1 customer at a time. Space allows one customer or one employee but not both at same time.
- Ensure signage reflect capacity of space.
- Ensure there is access to hand washing and/or individual hand sanitizer.

Administrative Controls

- Customers interested in retail items will check in at the ambassador station or the reception desk.
- Employee assisting customers will remain 2 meters apart.
- Restocking will only occur before and after shop hours and employees will wash/sanitize hands and touch points before and after handling stock items.
- When customers are ready to make a purchase they will enter the reception queue and wait for the receptionist at POS 2 to assist them.
- Customers can try on items in change room; all items tried on will be quarantined for 24 hours in a sanitized container and the change room will be cleaned.
- Merchandise can be returned within 30 days; all returned items will be quarantined for 24 hours in a sanitized container then placed back in the shop for resale.
- All employees will wash/sanitize hands after handling returned or tried on items
- Plastic bags will not be provided with purchase; reusable bags will only be provided and handled by the customer.

Guidelines for Saanich Recreation Centres

External Area Protocol – Squash Club

GOAL: To identify any specific practices for the Squash Club at CHRC.

Engineering Controls

- Use directional arrows and signs to direct players to squash court area.
- Create squash court waiting area in behind each court.
- Players enter through the recreation centre building and exit through the Squash Club doors. One way traffic.
- Squash Club area will be marked with floor markings to ensure physical distancing.
- Referee chairs, benches, bleachers are removed to create player waiting area with 6 foot floor markings.
- Tape locations on floor for placement of individual player's squash bags.

Administrative Controls

- Follow room occupancy limits for physical distancing (as per BCRPA Guidelines).
- Squash Club is required to submit (1) Safe Return to Sport Guidelines as directed by their National Sport Organization and Provincial Sport Organization, (2) Saanich Contractors, Licensees and Leaseholder Form or New Rental Addendum in ActiveNet, and (3) WorkSafeBC COVID-19 Safety Plan
- Reservation of court playing is by members only. Playing times are staggered. Members must sign an informed consent when reserving a court through Gigasport.
- Two players per court. Maximum of 14 in the Squash Club at one time. Parent/guardian of a junior player can wait in the designated court squash waiting area. (12 Junior players plus 2 coach/parent maximum).
- Members must identify no more than 2 other members (outside their household) that they can play with. Bookings are 45 minutes with a 15 minute transition time. Players must leave promptly.
- Only 1 court booking per member per day.
- Players must spray all identified high touch point areas after playing.
- Squash Club employees will maintain physical distancing and may wear masks/face shield when in the squash court area.
- Squash Club patrons will follow all CHRC requirements regarding change rooms and showers.
- Squash Club employees are required to inform CHRC of any outbreaks and response actions, working together with Island Health and Saanich as required.

Resources:

- [Squash Canada Recommendations](#)

Guidelines for Saanich Recreation Centres

Business Area Protocol – Health Services Spaces

GOAL: To identify any specific practices for Health Services Contractors

GENERAL CONTROLS:

- Follow recommendations, guidelines and protocols of respective College or Association:
 - BC Association of Kinesiologists
 - College of Massage Therapists of BC
 - Physiotherapy Association of BC

Engineering Controls

- Only 'scheduled' clients are allowed in the health services space at any time. Clients waiting for an appointment should wait outside the health services area until called. This could mean waiting in their car or waiting outdoors. Clients will vacate space promptly after completion of appointment.
- Health service providers are responsible for disinfecting their equipment and supplies.
- Post occupancy posters within spaces.

Administrative Controls

- Follow WorkSafeBC Guidelines: [Returning to Safe Operations for Health Professionals](#)
- Contractors must complete and sign the following document: Contractors, licensees and lease holders working at a Saanich Facility during COVID-19: Occupational Health and Safety Obligations.
- Extend time between or stagger appointments for cleaning and disinfection. This could mean a decreased appointment inventory.
- Clients must book an appointment to access health services.
- Health service providers will educate clients on the changes to their practices due to COVID-19 as well as the safety protocols now in place.
- Extra time will be scheduled between the appointments to allow for disinfecting and to reduce the chance that individual clients will come into contact with each other.
- Health services providers will wear PPE as specified by their college or association.
- Health Service providers will supply their own PPE, hand sanitizer and, in some cases, medical grade cleaning supplies. PPE will vary depending on the type of service and the college/association protocols.
- Health service providers are required to submit and post their WorkSafeBC COVID-19 Safety Plan.
- Install protective barriers between stations and public where needed.
- Install covers for Moneris pin pads for routine cleaning.

Resources:

- [BC Association of Kinesiologists](#)
- [College Of Massage Therapists of BC](#)
- [Association of Physiotherapists of BC](#)

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External Area Protocol – Middle Schools

GOAL: To identify any specific practices for Middle School usage (SD61/63)

Engineering Controls

- Create site maps to identify entry/exits, directions, signage, waiting lines, etc.
- Use floor markings and stanchions where necessary for physical distancing.
- Eliminate communal storage areas and instead provide separate bins or lockers.

Administrative Controls

- Follow room occupancy limits for physical distancing (as per BCRPA Guidelines).
- Employee present to monitor control measures that are in place.
- Programmer (and employees) to develop protocol for regular communication with School District representative for monitoring building activity and managing COVID protocol.
- Establish a cleaning and disinfecting plan for the school with associated School District, including high touch areas. Ensure cleaning schedule for high touch areas and deep cleans are clearly understood, and posted for staff to sign.
- Discuss any school equipment to be closed off (e.g. sinks, stalls). Ensure hand soap, paper towel and handwashing at sinks is available.
- Follow any required School District COVID-19 protocols for cleaning and physical distancing.
- Ensure Saanich COVID-19 protocol is followed by employees and patrons, and that information is posted clearly for recreation patrons.
- Post capacity of rooms for Saanich recreation purposes during COVID-19.
- Place signs on front doors to tell anyone entering not to enter if they are feeling ill or experiencing symptoms potentially related to COVID-19.
- Post physical distancing and handwashing/hand sanitizing signs in common areas, gym and class rooms.
- Place posters near to all bathroom and kitchen sinks, reminding users of good hand washing practices.
- Ask School Districts to block off water fountain spouts; maintain bottle fill options. If not possible, tell participants they may not use water fountains. Participants must bring their own water bottles.