



COVID-19 Safety Plan Template

By order of the Provincial Health Office, all organizations must develop a COVID-19 Safety Plan for their operations. This includes user groups that are renting space on municipal property.

This tool can be used to guide you through the planning process. There is no standard document for your COVID-19 Safety Plan – you may use this document, or another document that meets your needs, to develop your plan.

Your plan will not be approved by the municipality, but will be reviewed and form an essential component of your rental agreement.

Step 1: Assess the risks

Identify areas where there may be risks, either through close physical proximity or through contaminated surfaces. The closer together individuals are and the longer they are close to each other, the greater the risk.

- We have identified areas where people gather
- We have identified situations and processes where individuals are close to one another or members of the public
- We have identified the equipment that may be shared by individuals
- We have identified surfaces that people touch often

Step 2: Implement protocols to reduce the risks

Select and implement protocols to minimize the risks of transmission. Refer to the references at the end of this document and the City of Maple Ridge facility specific safety plans for information, input and guidance.

Key Considerations	Details
Physical Distancing of at least 2m	Provide protocols outlining: <ul style="list-style-type: none"> • How participants will maintain minimum distance; may include a site plan. • How spectators will maintain physical distancing. • Access and egress from facility including parking lots.
Frequent Hand Hygiene	Provide protocols outlining how you will promote hand hygiene, including advising users to wash hands before arrival and after activity, providing hand sanitizer for participants.
Cleaning and Disinfection	Provide protocols outlining how users will sanitize their own equipment and high frequency touch points and do so with your own cleaning supplies. See “Cleaning Products & Procedures” for BCCDC protocols. http://www.bccdc.ca/health-info/diseases-conditions/covid-19/prevention-risks/cleaning-and-disinfecting
Gatherings	The capacity of each space in the facility is posted in each room and attached in the package. Provide protocols confirming your group will adhere to the maximum capacity for each space being used.

Participants Who are Ill	<p>Provide protocols outlining your process for advising participants in advance about personal health and addressing individuals exhibiting signs of illness on site. Including (but not limited to):</p> <ul style="list-style-type: none"> • Anyone who has had symptoms of COVID-19 in the last 10 days. • Anyone directed by Public Health to self-isolate • Anyone who has arrived from outside Canada or who has been in contact with a confirmed COVID-19 case <p>Address individuals who may start to feel unwell while participating, which may include the following:</p> <ul style="list-style-type: none"> • Instruct the participants to go straight home and self assess. • Report to first aid or designated individual. • Wash or sanitize their hands and isolate. • Contact 911 is applicable. • Clean and disinfect any surface that the individual has come in contact with.
Communication Plan	Provide protocols outlining your communication plan to employees, volunteers and participants to reinforce safety measures.
Training of Employees/Volunteers	Provide protocols outlining training for individuals leading or supporting activities, per industry requirements (ie. Work Safe BC, etc).
Emergency Procedures	Provide updated procedures for first aid, medical assistance, PPE supplies, and protocol response to cases or outbreaks.

Step 3: Monitor and update your plan as necessary

Things may change from the time you develop your plan to the date of your event or activity. If you identify a new area of concern, or if it seems like something isn't working, take steps to update your protocols.

Step 4: Provide your municipal host with your COVID-19 Safety Plan

Before you will be permitted to rent municipal recreation facilities, your safety plan must be submitted to the Facility Booking team at facilitybookings@mapleridge.ca

Participants and user groups not following Safety Plans will be prohibited from renting municipal facilities and spaces.

References:

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

viaSport BC Return to Sport | <https://www.viasport.ca/sites/default/files/ReturntoSportGuidelines.pdf>

The Recreation & Parks Sector Guideline for Restarting Operations | <https://www.bcrpa.bc.ca/covidguideline>

BC Restart Plan |

https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/gdx/bcs_restart_plan_web.pdf?bcgovtm=20200526 GCPE AM COVID 6 ADW BCGOV EN BC TEXT

BC Centre for Disease Control |

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19>

Maple Ridge's Response to COVID-19 |

www.mapleridge.ca/2048