



**Armstrong Spallumcheen Parks & Recreation**  
Operated by Canlan Management Services Ltd.

**COVID-19**  
**Exposure Control Plan**  
**Armstrong Spallumcheen**  
**Parks & Recreation**  
**Armstrong, British Columbia**

**\*Provincial Health Order supersedes this plan if in question\***

Updated Dec 3<sup>rd</sup>, 2020

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## **1. STATEMENT OF PURPOSE AND RESPONSIBILITIES**

Canlan Ice Sports Corp. endeavors to provide a safe, healthy, and secure environment in which to carry on its business. All possible preventive measures are taken to eliminate accidental injuries, occupational diseases, and risks to personal security.

Compliance with the Workers' Compensation Act, OSHA, WHMIS and related legislation is the minimum standard acceptable in Canlan Ice Sports facilities.

In accordance with Occupational Health and Safety Regulations, Canlan has developed this COVID19 Exposure Control Plan, a health and safety program, which includes:

- A. Administrative controls
- B. Occupancy controls
- C. Personal protective equipment
- D. Engineered controls
- E. Training

### **A. INDIVIDUAL STAFF**

It is the responsibility of individual staff members to:

- 1. Observe safety rules and procedures established by supervisory staff and facility General Managers.
- 2. Be safety-conscious in all activities.
- 3. Report as soon as possible any accident, injury, unsafe condition, insecure condition, or threats to personal security to a supervisor or General Manager.
- 4. Properly use and care for all personal protective equipment provided by Canlan Ice Sports.
- 5. Attend training in safety related matters and update work procedures as a result.
- 6. Participate, if elected or appointed, on facility safety committees.

### **B. CUSTOMERS & ATHLETES**

It is the responsibility of customers and athletes to:

- 1. Observe safety rules and procedures established by Canlan Ice Sports.
- 2. Be safety-conscious in all activities inside and outside the facility.
- 3. Report as soon as possible any unsafe condition to Canlan management.
- 4. Properly use and care for all personal protective equipment provided by Canlan Ice Sports.

### **C. PROCEDURES FOR UPDATING THE EXPOSURE CONTROL PLAN**

This COVID19 Exposure Control Plan is meant to be a living document and must be reviewed and updated at a minimum on a regular scheduled basis to reflect the changes mandated by regulation and industry best practices. When changes are deemed necessary to be made to the current Exposure Control Plan the updated plan will be re-posted on the Armstrong Spallumcheen Parks & Recreation website and made available at all facility buildings that would be affected.

## 2. COVID19 EXPOSURE

This section describes the hazards related to COVID19, the effects it has to humans, and the correct method of treatment to help mitigate health impacts.

### A. BACKGROUND

Coronaviruses are a large family of viruses. Some cause illness in people and others cause illness in animals. Human coronaviruses are common and are typically associated with mild illnesses, like the common cold.

Human coronaviruses cause infections of the nose, throat, and lungs. They are most commonly spread from an infected person through:

1. respiratory droplets generated when you cough or sneeze
2. close, prolonged personal contact, such as touching or shaking hands
3. touching something with the virus on it, then touching your mouth, nose, or eyes before washing your hands

Current evidence suggests person-to-person spread is efficient when there is close contact.

COVID19 is a new disease that has not been previously identified in humans. Rarely, animal coronaviruses can infect people, and more rarely, these can then spread from person to person through close contact.

### B. EXPOSURE EFFECTS

Those who are infected with COVID19 may have little to no symptoms. You may not know you have symptoms of COVID19 because they are like a cold or flu, including:

1. Cough
2. Fever
3. Difficulty breathing
4. Pneumonia in both lungs

In severe cases, infection can lead to death. Symptoms may take up to 14 days to appear after exposure to COVID19. This is the longest known incubation period for this disease.

Recent evidence indicates that the virus can be transmitted to others from someone who is infected but not showing symptoms. This includes people who:

1. Have not yet developed symptoms (pre-symptomatic)
2. Never develop symptoms (asymptomatic)

While experts know that these kinds of transmissions are happening among those in close contact or in close physical settings, it is not known to what extent. This means it is extremely important to follow the proven preventative measures outlined in this plan.

### C. VULNERABLE PERSONS

There is an increased risk of more severe outcomes for those who are:

1. Aged 65 and over
2. With compromised immune systems
3. With underlying medical conditions

People who fall into these categories as vulnerable populations are strongly encouraged not to enter a Canlan facility.

**Anyone demonstrating any of the symptoms related to COVID19 (cough, fever or difficulty breathing), should not enter a Canlan facility.**

### **3. RISK IDENTIFICATION AND EXPOSURE TREATMENT**

1. Any person displaying any symptoms of COVID-19 should:
  - a. Stay at home and do not enter any Parks & Recreation facilities.
  - b. Call 8-1-1 for further direction from Health Link BC
2. Physical Distancing
  - a. Always maintain 2 meters (6 feet) physical distancing from others while in Parks & Recreation facilities.
  - b. A disposable or reusable face mask is required unless the said person is in the field of play, which includes the ice surface, player's benches, and the penalty box.
    - i. Sanitize your hands before donning your mask and after doffing your mask.
    - ii. Do not touch the outside of your mask while wearing it.
3. Hand Hygiene
  - a. Either wash your hands immediately after entering a Parks & Recreation facility or use provided hand sanitizer after entering.
  - b. Avoid touching your eyes, nose, and mouth.
  - c. Cough or sneeze into the bend of your arm or into a tissue.
  - d. Sanitize your hands immediately after blowing your nose, eating, using the restroom, or using shared equipment.
4. Avoid Contaminating Items & Surfaces
  - a. Be mindful of surfaces and equipment that you are touching.
  - b. Do not share personal items with others.
  - c. Ensure personal items are clearly labeled with your name.
5. Discarding Used PPE, Trash, Other Items
  - a. Ensure to cut or rip the loops of your disposable mask before discarding it.
  - b. Sanitize your hands after discarding your disposable mask.

### **A. MONITORING THE FACILITIES**

During registration, all participants are being asked to sign a waiver that includes an agreement to not participate in any Parks & Recreation programming if the participant feels ill or is displaying any COVID-19 symptoms. Full refunds are available for participants that need to cancel a registration due to illness reasons.

Anyone intending to enter a Parks & Recreation facility will be reminded not to enter by the signs on our entrance doors that say “Do not enter if you are sick or are being required to self-isolate.” If a visitor seems ill the visitor will not be allowed to enter the building and will be requested to leave the premise immediately. Appendix C may be used in this situation to help assist an employee judge if the visitor should enter the complex. Refer to Appendix C – Visitor Questionnaire for details.

**Bookings are permitted to user groups based on current Provincial Health Orders**

### **B. OUTBREAK PREVENTION & REPORTING**

In the event a visitor becomes ill or begins displaying the symptoms of COVID19 while attending a program, the program attendant/instructor must notify Parks & Recreation staff by calling the Maintenance staff cell phone number at 250-503-8780.

The Parks & Recreation Grounds Staff should notify the General Manager. Once notified, the Program Attendant/Instructor and/or Grounds Staff member should:

1. Put on prescribed personal protective equipment (face mask, face shield, gloves)
2. Supply the visitor/program participant with a disposable mask and have them sanitize their hands
3. Follow physical distancing protocols
4. Isolate the program participant to avoid contact with other building occupants
5. If the program participant feels well enough to travel home, have the program participant leave work immediately
6. If the program participant does not feel well enough to travel home, have the program participant report to the agreed upon isolation room for that building and remain there until further notice
  - a. Call the program participant’s emergency contact to organize transportation for them
7. Disinfect all areas that the program participant contacted throughout the program, including the isolation room after they have left
8. The program participant should contact local Public Health Authority for direction on testing, self-monitoring, and isolation
9. If the program participant subsequently tests positive for COVID19, prior to returning to the program, the program participant will need to be cleared by the local medical authority. The program participant is required to prove a negative COVID-19 test result and submit it to the Parks & Recreation Head Office prior to returning to the program.
  - a. Appendix E – Customer Return to Play Declaration

## 4. COVID19 EXPOSURE CONTROL

This section outlines Canlan and Armstrong Parks & Recreation's system to minimizing the risks associated with having its employees, contractors, and visitors unexpectedly exposed to COVID19. The exposure control system is comprised of the following attributes:

- A. Administrative controls
- B. Occupancy controls
- C. Personal protective equipment
- D. Engineered controls
- E. Training

[See our website or specific facilities for Program & Facility COVID Operating Plans](#)

### A. ADMINISTRATIVE CONTROLS

Administrative controls are the policies and procedures developed for managing visitors that are wishing to register and participate in activities. Armstrong Parks & Recreation has decided to:

1. Increase usage of online registration systems to limit in person registrations.
  - a. Registration approach to drop-in style programs to limit the number of participants in an activity to 50 people maximum.
  - b. Contact tracing information is made easily available by having registered activities compared to drop-in programs.
2. When a drop-in program is being offered, a name and phone number from one person of each group will be documented for contact tracing if required.
3. viaSport guidelines are being implemented for organized sports, including Hockey, Figure Skating, and Lacrosse activities, which includes the following:
  - a. Adherence to the specific safety plans prepared for specific organized sports. Available online at <https://www.viasport.ca/sport-specific-guidelines>.
  - b. A safety ambassador per team or group, designated by a yellow reflective safety vest.
    - i. During multiple bookings for the same organization, one safety ambassador must always be present in the building.
    - ii. Any concerns with the facility usage or coherence to the COVID-19 safety plan will be brought up to the safety ambassador.
  - c. Donning of masks when not on the "field of play," designated as the ice or dry playing surfaces, benches, and penalty box(s). Physically distancing is required when walking from preparation area to field of play.
4. Prior to use, renters are required to provide a COVID-19 Safety Plan.
  - a. The Safety Plan must be posted by the organization and/or available on-site during activities. The Safety Plan must comply with all requirements outlined the Provincial Government. The Safety Plan must be endorsed by the organization's board of directors or by contract holder. The Safety Plan must be made available for review if requested by Armstrong Spallumcheen Parks and Recreation.
5. The Hassen Arena Fitness Center passes are available for purchase online and is being monitored through the use of user fobs on a daily basis.
6. All concessions are closed until further notice. Limited drink sales of bottled beverages may be available.
7. NO SPITTING ANYWHERE IN THE FACILITY. NO EXCEPTIONS!

## **B. OCCUPANCY CONTROLS**

Occupancy controls are restrictions to the number of people within the entire facility, a league, or within a specific section of a facility such as a playing surface.

1. viaSport guidelines are being implemented for organized sports, including Hockey, Figure Skating, and Lacrosse activities, which includes the following (Dependent on which viaSport stage):
  - a. Hockey: All leagues should operate in cohorts of 4 or less teams. In the event a player or team changes cohorts, a 14-day period of non-play should be observed before joining the new cohort. All league teams must have a maximum game day roster of 16 players (ie. 15 players plus 1 goalie), plus maximum 2 coaches and 2 team safety personnel (ie. LSO safety ambassador, HCSP) (ViaSport, Phase 3).
  - b. Figure Skating: As of September 1, 2020- In accordance with Skate Canada regulations, there MUST be 1 Skate Canada certified coach or choreographer included in your group of 10 14 18. As well, please keep in mind that all physical distancing restrictions apply to Pairs, Dance and Synchronized skaters (Skate Canada, Phase 3).
  - c. Lacrosse: Cohorts should not exceed 100 individuals or 4 teams (whichever is less). Cohort sizes are different from maximum group sizes. When members of the cohort are gathering for games or activities, gatherings may not exceed 50 people on a field (BCLA, Phase 3).
  - d. One parent assistant is permitted per each child participant in the age divisions of U-9 and below. Parent assistants for children over the age of 9 must be approved by the team safety ambassador.
  - e. No spectators are permitted at this time unless they are included as part of the 50 participants of the event. All participants in the event must have their contact information collected and retained by the designated safety ambassador.
2. Other Activity Groups
  - a. Drop-In Shiny: 50 program participants maximum, of those 50 program participants 22 participants are eligible to attend each activity.
    - i. Participants must call the office or stop by the office to be put on the list for the next program activity day's eligibility list. The list will always open two days in advance.
  - b. All programmed activities have a maximum of 50 participants unless: the space allocated for the activity does not permit 50 people, in that case a lesser number will be calculated based off of the available space.
3. No spectators are permitted at this time unless they are included as part of the 50 participants of the event. All visitors to the facility must participate in the event. Participants in the event must have their contact information collected and retained by the designated safety ambassador.
4. Facility Maximums are posted on facility entrance doors.
5. Room maximum numbers are posted on corresponding doors. Dressing Room Maximum numbers are dependent on the progressive re-opening stage that BC is currently in.
  - a. Dressing rooms: People maximums will be followed in stages 1 & 2, whereas cohort guidelines will be followed in stages 3 & 4.



## Armstrong Parks & Recreation COVID-19 Facility Maximums Calculated on Space Available

Based on 5m <sup>2</sup> per person	Norval Arena	Hassen Arena	Centennial Hall	Centennial Auditorium	Agri plex	Horticulture Building	Cattle-Swine Complex
<b>Building COVID-19 Maximum</b>	Upstairs 464m <sup>2</sup> /5m <sup>2</sup> = 92 Max+ Ice <b>241 Max</b>	266m <sup>2</sup> /5m <sup>2</sup> = 53 Max+ Surface 124= <b>177 Max</b>	Hall + Lobby+ Auditorium= <b>104 Max</b>		<b>50 Max</b> <b>Based on PHO</b>	<b>50 Max</b> <b>Based on PHO</b> East End: 464m <sup>2</sup> /5m <sup>2</sup> = 92 Max <b>142 Max</b>	<b>50 Max</b> <b>Based on PHO</b>  3381 m <sup>2</sup> /5m <sup>2</sup> = <b>676 Max</b>
<b>Dry or Ice Activity Surface</b>	85 x 200 ft= 1, 579 m <sup>2</sup> /5m <sup>2</sup> = <b>149 Max</b>	80 x 180 ft= 1337 m <sup>2</sup> /5m <sup>2</sup> = <b>124 Max</b>	Hall: 224m <sup>2</sup> /5m <sup>2</sup> = <b>44 Max</b>	Auditorium: Based off seating <b>34 Max</b>		Stands: 743 m <sup>2</sup> /5m <sup>2</sup> = <b>148 Max</b>  Arena: 1,486 m <sup>2</sup> /5m <sup>2</sup> = <b>297 Max</b>	
<b>Bathrooms and/or Dressing Rooms</b>	D-Room 1 & 5: <b>8* Max</b>  D-Room 3&4: <b>7* Max</b>  D-Room 2: <b>6* Max</b>  Ref Room: 10m <sup>2</sup> /5m <sup>2</sup> = <b>2* Max</b>  *Or Cohort*  Single Bathrooms: <b>1 person max</b> Upstairs Bathrooms: <b>3 max each</b>	Dressing Rooms: 60 m <sup>2</sup> /5m <sup>2</sup> = <b>12 Max</b>  Lower level Bathrooms: <b>4 Max</b>	Male Bathroom: <b>3 People Max</b> or 3 family units  Female Bathroom: <b>3 People Max</b> or 3 family units			Bathroom: <b>1 Person Max</b> maximum or 1 family unit  Poultry Barn bathrooms: <b>4 people Max</b> per bathroom, or 4 family units	
<b>Other Spaces</b>	Meeting Room 36m <sup>2</sup> /5m <sup>2</sup> = <b>7 Max</b>	Hassen Fitness Center: <b>10 Max</b> Gym:6 Circuit: 4 Bathrooms: 1 Max		Lobby: 93/5m <sup>2</sup> = <b>18 Max</b> Aud: 211/5m <sup>2</sup> = <b>42 Max</b>		West End: 250 m <sup>2</sup> /5m <sup>2</sup> = <b>50 Max</b>	

## C. PERSONAL PROTECTIVE EQUIPMENT

1. Non-Medical Face Masks
  - a. Non-medical face masks are required in all Parks & Recreation facilities unless a program participant is walking to the Field of Play and/or is on the field of play area.
    - i. Please leave masks in a personal bag and practice physically distancing while walking from the dressing room to the field of play.
2. First Aid Personal Protection Equipment
  - a. In all first aid situations the following zones and safety precautions should be practiced:
    - i. **Green Zone (No-aerosols):** Able to maintain physical distancing, only minor first aid required. Talk visitor through self-care techniques. The attendant should don gloves and a disposable face mask. The visitor should don a disposable face mask.
    - ii. **Yellow Zone (No aerosols):** Unable to maintain physical distancing due to visitor being unable to provide self-care techniques. Only minor first aid required still. The attendant should don gloves and a disposable face mask and a face shield for eye protection. The visitor should don a disposable face mask.
    - iii. **Red Zone (Aerosols present):** Unable to maintain physical distancing due to visitor being unable to provide self-care techniques. The attendant should don a disposable face mask, gloves, and face shield, and the visitor should don or have a disposable face mask donned for them before the attendant provides care.

## D. ENGINEERED CONTROLS

Canlan's use of engineered exposure controls include the products it uses for disinfecting, mechanical equipment, and providing barriers between customers and its employees.

1. Arriving to the Facility & Dressing Rooms Usage for Booked User Groups
  - i. All program participants are encouraged to arrive partially dressed for their activity, especially younger children. Minimal personal belongings are permitted in the facility.
  - ii. User groups will enter & exit through one of two doors depending on their dressing room assignments:
    - a. Norval Front Player's Entrance: Dressing rooms 1-3.
    - b. Norval Rear rink Player's Entrance: Dressing rooms 4 & 5.
    - c. Hassen: Enter through front door or PV Road entrance door, exit through back arena door.
    - d. Centennial hall: Enter & Exit through side hall entrance. One user group at a time.
    - e. Centennial Auditorium: Enter & Exit through glass PV road doors. One user group at a time.
  - iii. User groups have access to the facility and their dressing rooms 15 minutes prior to their ice time starting. Each user group must leave the arena 15 minutes after their ice time ends.
  - iv. Disposable or reusable face masks are required in each of the dressing rooms.
  - v. Designated warm up zones for teams that require dryland training.
    - a. Norval: Upper floor mezzanine split into two respective sides according to their dressing room sides.
  - vi. No shower facilities are available.
    - a. Norval exception: Junior Hockey teams
2. Arriving to the Facility & Dressing Rooms Usage for Drop-in programs.
  - i. All program participants are encouraged to arrive partially dressed for their activity, especially younger children. Minimal personal belongings are permitted in the facility.
    - a. Norval Front Player's Entrance: Dressing rooms 1-3.
    - b. Norval Rear rink Player's Entrance: Dressing rooms 4 & 5.

- c. Hassen: Enter through front door or PV Road entrance door, exit through back arena door.
    - d. Centennial hall: Enter & Exit through side hall entrance. One user group at a time.
    - e. Centennial Auditorium: Enter & Exit through glass PV road doors. One user group at a time.
  - ii. No dressing rooms are available for public drop-in programs.
  - iii. Each user group must leave the arena 15 minutes after their ice time ends.
  - iv. Disposable or reusable face masks are required when not on the field of play.
  - v. No shower facilities are available.
- 3. Disinfectants
  - i. Different areas of the facility are disinfected routinely throughout the day by the maintenance and janitorial staff when the facility is being occupied by user groups or public. Touch points will be cleaned every two hours when a people are in the building.
  - ii. Dressing rooms & player benches will be disinfected after each user group, along with an in-depth clean at the end of every day.
  - iii. The disinfectants used are approved by Health Canada and are safe for use in Canlan facilities.
    - a. Refer to Appendix M – Approved Disinfectants for details.
- 4. Hand Sanitizer
  - i. Hand sanitizer is available at all facility entrances.
  - ii. Hand sanitizing dispensers are in multiple areas of each facility and outside change rooms. The hand sanitizer is approved by Health Canada and authorized for use in commercial facilities.
    - a. Refer to Appendix N – Hand Sanitizer for details.
- 5. Barriers
  - i. Workstations that are staffed with Canlan and Parks & Recreation Staff personnel who interact with customers, have been outfitted with plexiglass transparent shields or a physical barrier adjustment. Workstations that have been adjusted accordingly include:
    - a. Front office reception window
    - b. Plexi-glass barriers
    - c. Players benches
      - i. Sneeze shields: installed on player’s benches to protect athlete’s water bottles from other player’s contaminants.
      - ii. Refer to Appendix P – Sneeze Shields for details.

## **E. TRAINING**

- 1. Customer Training
  - a. At the time of registration for Armstrong Parks & Recreation Programs, an overview of this Exposure Control Plan will be made available to all customers.
  - b. All Canlan facilities will be outfitted with high visibility signage outlining the operating rules, wayfinding, zones, physical distancing demarcation, hygiene procedures, and occupancy limits related to COVID19.

## 5. REPORTING, INVESTIGATING, CONTACT TRACING

- A. For contact tracing purposes, facility renters must **collect and make available, as requested by Armstrong Spallumcheen Parks & Recreation Commission** with the first and last names and telephone number, or email address of all participants, coaches, referees, spectators, etc. and retain that information for 30 days.
  - a. All rental groups must ensure they have the capacity for contact tracing.
- B. Any participant, coach, staff, volunteer, referee, or spectator who is displaying symptoms of respiratory distress or illness, should be asked to leave the facility and contact 811 for health advice. If the person who is displaying symptoms cannot leave the facility immediately, they must be quarantined in the designated isolation room provided at the facility.
- C. In the event an employee has tested positive for COVID19, they must remain at home and report this to their immediate supervisor. The supervisor will determine the employee's last day of work and interaction with other employees, customers, and visitors to the facility. The supervisor will make a list of all known and potential contacts who may have interacted with the employee using attendance records, employee sign-in sheets, game sheets, and visitor sign-in sheets. The employee will remain at home until authorized by the supervisor to return to work which will require a physician's approval, as outlined in Canlan's COVID19 Standard Operating Procedure.
- D. Disclosure
  1. At the direction of the Enterprise Risk Management Committee, the General Manager will notify local Public Health officials if an employee tests positive for COVID19 and provide officials with contact information of employees, customers, and visitors who came in close contact with the infected employee.
  2. Additional Cases of Infection: In the event more employees come forward who have tested positive for COVID19 at the same facility, the General Manager will report this to the facility's Joint Health and Safety Committee chair and Canlan's Enterprise Risk Management Committee. At the direction of the Enterprise Risk Management Committee, the General Manager will notify local Public Health officials of the additional cases of COVID19 within the facility and provide officials with contact information of employees, customers, and visitors who came in close contact with the additional infected employee(s).
  3. Please report any confirmed or suspected cases of COVID-19 to Armstrong Spallumcheen Parks & Recreation Commission staff.

Appendix C – Visitor Questionnaire



<i>Printed Name:</i>	<i>Nature of Visit:</i>	<i>Date:</i>

**Risk Assessment: Screening Questions:**

		<i>Please check</i>		✓	✓
1.	Are you sick with a cold or flu or are you displaying any signs of COVID19 and/or flu-like symptoms?	YES		NO	
2.	Do you have any of the following symptoms which are new or worsened if associated with allergies, chronic or pre-existing conditions: fever, cough, shortness of breath, difficulty breathing, sore throat, and/or runny nose?	YES		NO	
3.	Have you returned from outside the country (including Canada / USA) in the past 14 days?	YES		NO	
4.	In the past 14 days, at work or elsewhere, did you have close contact with someone who has a probable or confirmed case of COVID19?	YES		NO	
5.	In the past 14 days, at work or elsewhere, did you have close contact with a person who had acute respiratory illness that started within 14 days of their close contact to someone with a probable or confirmed case of COVID19?	YES		NO	
6.	In the past 14 days, at work or elsewhere, did you have close contact with a person who had acute respiratory illness who returned from travel outside of the country in the 14 days before they became sick?	YES		NO	
7.	In the past 14 days have you been directed by Public Health to self-isolate?	YES		NO	

Please share your completed questionnaire with the screener. If you answer “YES” to any of the above, you are **not permitted to enter the facility**. If you answer “NO” to all the above, you can enter the facility when instructed to do so.



## Appendix F - COVID19 Safety Policy

	<b>CANLAN ICE SPORTS CORP.</b>	<b>POLICY STATEMENT</b>
	Applies to:	ALL LOCATIONS, Canada 
	Date Last Approved:	September 18, 2020
	Approvals:	Management Committee
<b>SUBJECT:</b>	<b>COVID 19 Safety Policy</b>	

### PURPOSE

Canlan endeavors to provide a safe, healthy, and secure environment in which to carry on its business. All possible preventive measures are taken to eliminate accidental injuries, occupational diseases, and risks to personal security.

Our goal is to minimize the health risk of COVID19 to employees, customers, and visitors of Canlan facilities by reducing exposure to the virus through adherence to strict protocols and physical barriers. COVID19 is a novel virus and as such has many properties and characteristics that are unknown by public health officials. This policy has been developed with an intention on minimizing health risk based on the information available to Canlan's management.

### APPLICATION

#### CANLAN EMPLOYEES

Employee safety will be guided by standard operating procedures (SOP's) and processes developed. As these SOP's will be modified through time, ongoing updates will be provided.

SOP's will identify personal protective equipment (gloves, masks, etc.), physical distancing, cleanliness & hand hygiene, and any other protocols developed by health authorities and / or industry experts.

Canlan will ensure all employees are informed and trained on these SOP's.

#### CUSTOMERS

Customer safety will be guided by standard operating procedures (SOP's) and processes developed. As these SOP's will modify through time, ongoing updates will be provided.

SOP's will identify protective equipment (gloves, masks, etc.), physical distancing guidelines, facility cleanliness & hand hygiene requirements (hand sanitizers, etc.), and any other protocols developed by health authorities and / or industry experts.

Canlan will ensure customers are informed of these SOP's through our marketing channels, signage (facility & website) and in-person contact with our employees.

### CONTRACTORS, VISITORS AND OR VENDORS

Contractor, visitor, and vendor safety will be guided by standard operating procedures (SOP's) and processes developed. As these SOP's will modify through time, ongoing updates will be provided.

SOP's will identify protective equipment (gloves, masks, etc.), physical distancing guidelines, facility cleanliness & hand hygiene requirements (hand sanitizers, etc.), and any other protocols developed by health authorities and / or industry experts.

Canlan will ensure contractors and vendors are informed of these SOP's through our email channels, signage (facility & website) and in-person contact with our managers & employees.

### TENANTS

Building tenants are an important revenue stream for Canlan however they must also comply with Canlan's safety protocols even if their rented space is segregated from the rest of the facility and has a separate entrance. Stopping the spread of the virus is the responsibility of all occupants of the building.

Tenant safety will be guided by standard operating procedures (SOP's) and processes developed. As these SOP's will modify through time, ongoing updates will be provided.

SOP's will identify protective equipment (gloves, masks, etc.), physical distancing guidelines, facility cleanliness & hand hygiene requirements (hand sanitizers, etc.), and any other protocols developed by health authorities and / or industry experts.

Canlan will also be cognizant of possible protocols related to the industry the tenant is part of. Example: Physiotherapy, Daycare, etc.

Canlan will ensure tenants are informed of these SOP's through our facility General Managers.

### CONTACT TRACING – FACILITY LEVEL

1. In the event an employee reports that he/she has tested positive for COVID19, the General Manager of the facility will immediately notify Canlan's Enterprise Risk Management Committee.
2. The General Manager will trace all other employees, contractors, and visitors that the employee came in contact with over the previous 14 days.
3. The General Manager will notify all personnel, at the direction of the ERM, that the employee may have been in contact with and possibly infected. Those employees will be directed to begin self-isolation for 14 days. After the self-isolation period is over, personnel will be required to complete the Fit to Work Questionnaire before returning to work if no vulnerabilities identified.
4. The General Manager will notify the local Public Health Authority to advise them that an employee tested positive at the facility.

CONTACT TRACING – ENTERPRISE RISK MANAGEMENT COMMITTEE

1. Upon being notified of an employee testing positive for COVID19, the ERMC will immediately convene and develop a communication plan that may involve employees, customers, and other visitors to the facility.
2. The ERMC will stay in direct contact with the facility's General Manager and seek regular reports on the status of the infected employee and all others who have been contact traced.
3. The Chief Risk Officer will provide regular updates to Canlan's Board of Directors.
4. In the event other employees, customers, or visitors have been found to test positive for the virus, the facility may cease operations. All areas of the facility will be disinfected, and all employees will be monitored for a period of 14 days.
5. After the 14-day period has expired the ERMC in conjunction with the Board of Directors will decide if the facility should be reopened.

## Appendix G - COVID19 Standard Operating Procedures

### COVID19 Standard Operating Procedures As at: October 30<sup>th</sup>, 2020

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#### General Procedures

The purpose of these procedures is to minimize the health risk of COVID19 to customers, employees, tenants, and visitors of Canlan facilities by reducing exposure to the virus through operating protocols and physical barriers. These procedures have been developed based on information from local public health authorities as well as requirements/policies issued by governments at all levels.

#### Canlan Employees

1. Upon hire or return to work from layoff, Canlan employees will be required to sign-off the Protocol and Commitment to Safety declaration.
2. Daily prior to commencing work, each Canlan employee will be required to complete the Fit to Work Questionnaire which is available in an electronic format.
3. Canlan employees are required to wear face masks while working inside a facility including offices, rink spaces, restaurants, and maintenance areas when physical distancing is not 100% achievable at all times.
4. Canlan employees must follow physical distancing protocols at all times (inclusive of coffee and lunch breaks) by staying at least 6' (2 meters) apart from other employees, customers, and visitors.
5. Canlan employees must wash hands every 30 minutes and apply hand sanitizer. Supervisors will allow adequate time in work assignments and schedules to allow employees adequate time to carry-out this requirement.
6. Canlan employees who are required to administer First-Aid as part of their regular duties must wear disposable gloves, face shield, and a face mask at all times. Additionally, the patient receiving First-Aid, must always wear a face mask as well. The Occupational First Aid Attendants (OFFA) guide for pandemics will be followed at all times:  
<https://www.worksafebc.com/en/resources/health-safety/information-sheets/ofaa-protocols-COVID19-pandemic?lang=en>
7. Upon entering a facility, employees should proceed to the nearest public washroom and thoroughly wash hands and apply hand sanitizer. In the event an employee leaves a facility, even for a short period of time, the employee must follow this procedure upon reentering the facility.
8. In the event an employee feels sick, displays the symptoms of COVID19, or identifies vulnerabilities to COVID19 through the self-screening and declaration questionnaires, the employee must stay home and call their supervisor with an update.
9. Employees are required to report to their supervisor of any suspected occurrences of illness within the workplace.
10. No employee will be disciplined for missing work due to COVID19 or preventing the spread by not coming to work when sick.
11. No employee will be disciplined for refusing to carryout assigned work due to fear of becoming infected from COVID19.

12. In the event an employee is uncomfortable of carrying-out a work assignment due to fear of becoming infected from COVID19, the employee should notify their immediate supervisor, General Manager, or the chair of the facility's Joint Health and Safety Committee.

### Customers & Athletes

1. Prior to entering a Canlan facility, all visitors are required to view the Self-Screening questions which are available on facility doors.
2. Cloth face masks are to be worn while inside a Canlan facility. Athletes who are participating in hockey activities must wear cloth face masks when they are not wearing a helmet.
3. Physical distancing protocols are to be followed at all times by staying at least 6' (2 meters) apart from Canlan employees and other customers and visitors.
4. Hand sanitizer is to be applied when entering a facility.
5. The total occupancy within a Canlan facility may be restricted by public health policy which means that some customers or spectators may not be permitted to enter a facility.
6. "Vulnerable Persons" to COVID19, as defined by Health Canada or the Centers for Disease Control CDC, should not enter a Canlan facility.
  - a. [Health Canada](#)
  - b. [CDC \(USA\)](#)
7. Anyone not following these safety protocols will be given the opportunity to comply if they are able to do so. In the event a customer or athlete chooses not to comply or is unable to do so, they will be asked to leave the premise.

### Contractors & Visitors

1. Prior to entering a Canlan facility, all Contractors and Visitors are required to complete the Visitor Questionnaire which is available in an electronic format.
2. Cloth face masks are to be worn while inside a Canlan facility.
3. Physical distancing protocols are to be followed at all times by staying at least 6' (2 meters) apart from Canlan employees and anyone else.
4. Hand sanitizer is to be applied when entering a facility.
5. The total occupancy within a Canlan facility may be restricted by public health policy which means that some contractors or visitors may not be able to enter a facility. Therefore, contractors and visitors should make appointments before coming to the facility.
6. Contractors or visitors that are not following these safety protocols will be given the opportunity to comply. In the event a contractor or visitor chooses not to comply, they will be asked to leave the premise.

### Tenants

Tenants are required to follow Canlan's COVID19 safety protocols even if their rented space is segregated from the rest of the facility and has a separate entrance. Stopping the spread of the virus is the responsibility of all occupants of the building. Tenants are required to follow the guidelines, policies, and regulations established by Federal, regional, and local government authorities, Public Health Agencies, and agencies overseeing worker protection. Tenants must provide Canlan with a copy of their COVID19 exposure control plans and demonstrate how they will follow their own documented controls, regulations and guidelines established by officials and agencies in the region they operate.

The following procedures should be implemented by the management of Canlan's tenants:

1. Employees are to follow physical distancing protocols at all times (including lunch and coffee breaks) by staying at least 6' (2 meters) apart from other employees, customers, and visitors.
2. Hand sanitizer is to be applied before entering a facility.
3. Employees must sign-in to a logbook to assist public health officials with contact tracing in the event of an outbreak.
4. Where possible, tenants should maintain a logbook of customer and visitor attendance.
5. In the event an employee feels sick or displays the symptoms of COVID19, the employee must stay home and call supervisor with an update. The tenant must immediately notify the General Manager of the facility.

## Appendix H – Disinfecting Procedure

### COVID19 Disinfecting Procedures As at: October 22<sup>nd</sup>, 2020

#### General Procedures

The purpose of this procedure is to minimize the health risk of COVID19 to customers, employees, tenants, and visitors of Canlan facilities by reducing exposure to the virus through disinfection of touch points and high traffic areas. These procedures have been developed based on information from local public health authorities as well as requirements/policies issued by governments at all levels.

Area	Frequency	Products
<b>Vert-2-go Saber has a kill time of 5 minutes. Ideally let Vert-2-go air dry after being sprayed. Must sit for 5 minutes before being rinsed or wiped off.</b>		
Handrails, door push bars, water fill stations: Entire building	1. Hourly/between user groups	Saber Vert-2-go, microfiber rags
Public washroom counters, sinks, faucets, paper dispensers	1. Hourly/between user groups when open to public/user groups	Saber Vert-2-go, microfiber rags
Employee washroom counters, sinks, faucets, paper dispensers	1. Hourly	Saber Vert-2-go, microfiber rags
Ice resurfacers (Zamboni) driver controls	1. Before each use	Saber Vert-2-go, microfiber rags
Hand tools and equipment	1. Before each use	Saber Vert-2-go, microfiber rags
Players benches, penalty box, timekeeper box	At end of each game or rental and at end of each night cleaning: 1. Sprayed with Saber Vert-2-go 2. Let air dry	Saber Vert-2-go, pump sprayer, microfiber cloths if needed
Changeroom benches, floor, lower walls	At end of each game or rental and at end of each night cleaning: 3. Sprayed with Saber Vert-2-go 1. Let air dry	Saber Vert-2-go, pump sprayer, microfiber cloths if needed
Sport Court	At end of each game or rental and at end of each night cleaning: 1. Sprayed with Saber Vert-2-go 2. Let air dry	Saber Vert-2-go, pump sprayer, microfiber cloths if needed

## Appendix I – Physical Distancing Procedure

### COVID19 Physical Distancing Procedure As at: September 18, 2020

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#### **General Procedures**

The purpose of this procedure is to minimize the health risk of COVID19 to customers, employees, tenants, and visitors of Canlan facilities by reducing exposure to the virus through physical distancing of occupants and limiting the occupancy levels within each facility to the maximum allowable under public health restrictions in each region. These procedures have been developed based on information from local public health authorities as well as requirements/policies issued by governments at all levels.

#### Building Occupancy

1. Total headcount within each facility is to be tracked on an ongoing basis while in operation.
2. A Zone Control Attendant will be deployed to each entrance/exit to control the flow of occupants in and out of the facility. The Zone Control Attendant will have the authority to prevent visitors from entering the facility when total headcount has reached the maximum allowable.
3. Athletes will be restricted from entering the facility until 20 minutes before game time.
4. Customers will be restricted from entering the facility until 10 minutes before their scheduled time.
5. Athletes will be mandated to leave the facility within 15 minutes after game activities have ceased.
6. Customers will be mandated to leave the facility immediately after the activity has ceased.

#### Physical Distancing

1. All building occupants will remain 6' (2 meters) apart from each other at all times. This includes but not limited to:
  - Entrance into the facility
  - Restaurant and concession
  - Viewing areas
  - Rink spaces
  - Change rooms
  - Public washrooms
  - Offices
  - Sports store
2. Athletes are required to follow Physical distancing practices while in change rooms\*, walking to/from change rooms, walking to/from players benches, while on players benches, and walking to exit the facility. (\*Physical distancing not required in changerooms if in Stage 3 & following cohort guidelines)
3. During game activities athletes may come within 6' (2 meters) of each other however when play has stopped, players must follow Physical distancing practices.
4. Loitering and crowd gathering outside the facility are prohibited.

## APPENDIX M – APPROVED DISINFECTANTS

HEALTH CANADA DRUG IDENTIFICATION NUMBER: 02362562



SAFETY DATA SHEET

### VERT-2-GO ALL PURPOSE CLEANER

1. IDENTIFICATION	
Product name	: VERT-2-GO ALL PURPOSE CLEANER
Product code	: 11-12570
Other means of identification	: Not available.
Supplier	: Wood Wyant A division of Sani-Marc Group 42, rue de l'Artisan Victoriaville, Québec G6P 7E3
Manufacturer	: Wood Wyant A division of Sani-Marc Group 42, rue de l'Artisan Victoriaville, Québec G6P 7E3
Identified uses	: Industrial applications: Cleaning solutions. Approved for use in Food & Beverage plants.
Uses advised against	: This product is formulated to be diluted. Do not use undiluted. Read product label before using.
Date of issue (YYYY-MM-DD)	: 2016-08-25
<b>In case of emergency : Emergency phone: CANUTEC (613) 996-6666 (Collect calls accepted)</b>	

## APPENDIX O – SNEEZE SHIELDS

TO BE INSTALLED BEFORE OPENING TO USER GROUPS.

## APPENDIX P – BUILDING & PROGRAM SPECIFIC SHEETS POSTED ONLINE AND IN BUILDINGS