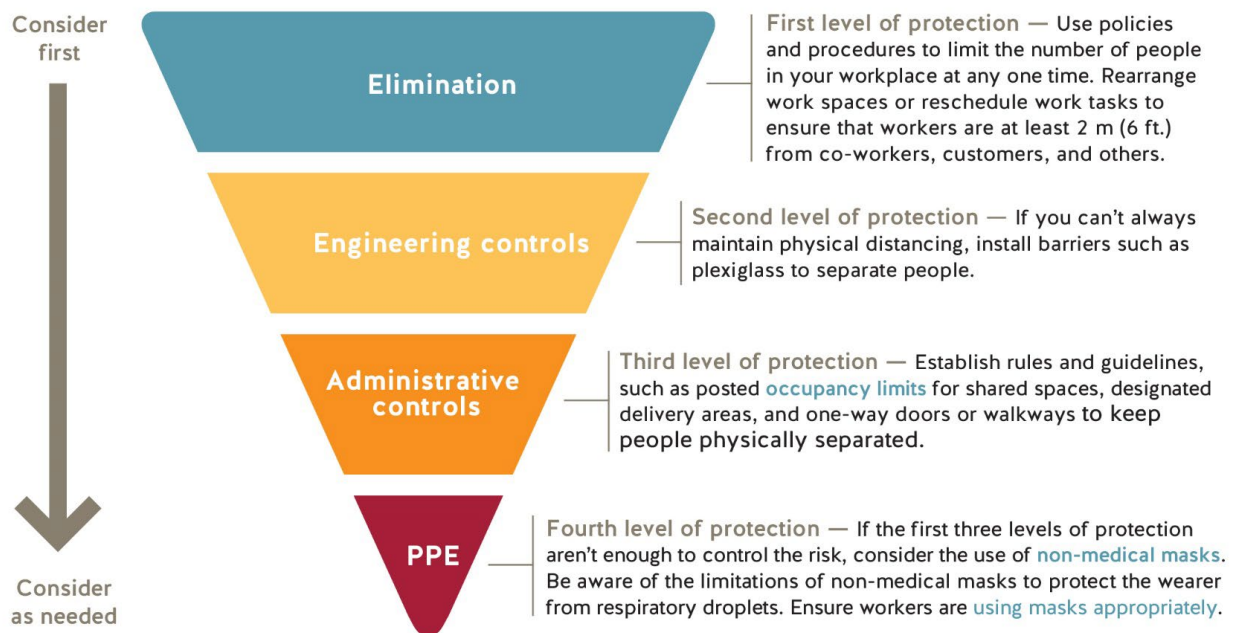


As required by WorkSafeBC (WSBC) and in accordance with orders issued by the office of the Provincial Health Officer, the Regional District Central Kootenay (RDCK) has developed a corporate COVID-19 Exposure Control Plan (ECP). As per the ECP as we start to reopen each department needs to complete their own risk assessment for activities as the RDCK starts to resume operations following work interruptions related to COVID-19. Complete the attached document in order to develop a plan and ensure safe operations for the public and RDCK during this pandemic. The risk assessment will identify the risks related to COVID-19 and outline the protocols (or controls) that will be put in place to address those risks to RDCK employees and the public.

The hierarchy of protocols that should be followed is displayed in the following graphic (WSBC, COVID-19 Safety Plan document, 05/17/20):



Additional examples of protocols include:

- Ensuring 2 meter physical distancing by:
  - Limiting the number of people in an area (employees and public)
  - Staggered public schedules: start/end times
  - Control of traffic flow
  - Re-arranging room designs, tables in lobby or waiting rooms, etc.
  - Re-organizing work tasks
  - Use of signage
  - Use of alternate entries and exists
- Use of physical barriers or partitions (include cleaning of barriers in cleaning protocols)
- Use of PPE
- Hand washing facilities and sanitizing supplies
- CDC Cleaning and sanitizing protocols

<b>Recreation Department:</b>	Fitness Centre Castlegar
<b>Rec Activity:</b>	Fitness Centre
<b>Date:</b>	June 2020
<b>Completed by:</b>	Vanessa Bloodoff

Identify the potential risks related to COVID-19 that are present for your recreation activity and the protocols that will be put in place to minimize these risks.

1. Potential Risk: <b>Exposure through being in <u>close proximity to other employees</u></b>		Protocols to be implemented (if required):
<p>A. Identify locations where employees gather (break rooms, meeting rooms, rest rooms, etc.):</p> <p>One fitness technician at a time, avoiding overlap.</p>	<p>1) Parking Lot</p> <p>2) Meeting area</p>	<ul style="list-style-type: none"> <li>• Social Distance while walking from vehicle into facility.</li> <li>• CDRD front entrance</li> <li>• Fit tech to unlock and open doors for patrons, then lock again.</li> <li>• Staff will social distance with each other.</li> <li>• See CDRD Occupancy Plan and Traffic Flow plan</li> </ul>

<p>B. Identify job tasks and processes where workers are close to one another:</p>	<ol style="list-style-type: none"> <li>1) Training/Onboarding</li>   <li>2) Fitness Centre Sanitization</li> </ol>	<ul style="list-style-type: none"> <li>• Step 1 - Online/virtual training and documents for review</li> <li>• Step 2 - Bring fitness technicians in for training/job site orientations and first aid protocols</li>   <li>• Include sanitization procedure in training with physical distance measures If physical distancing is not able, providing a mask for staff to wear when in close proximity</li> </ul>
<p>2. Potential Risk: <b>Exposure through contact with <u>rental equipment, supplies, tools, machinery</u></b></p>		<p>Protocols to be implemented (if required):</p>
<p>A. Identify rental equipment, supplies, tools, machinery and equipment that workers share while working:</p>	<ol style="list-style-type: none"> <li>1) Fitness Centre Office</li> <li>2) Table / Computer</li> <li>3) Portable signage</li> <li>4) Hand sanitizer</li> <li>5) Cleaning Equipment</li> <li>6) First aid kit</li> <li>7) Fitness Equipment</li> </ol>	<ul style="list-style-type: none"> <li>• Equip fitness centre office with sanitization supplies so fit techs can wipe down all touch surface at the beginning, throughout and end of their shift</li> <li>• Staff will wash or disinfect hands before and after equipment set-up</li> <li>• Staff will use a face mask if unable to adhere to physical distancing</li> </ul>
<p>3. Potential Risk: <b>Exposure through interaction with / being in close proximity to members of the public</b></p>		<p>Protocols to be implemented (if required):</p>

<p>A. Identify job functions and processes where workers are in close proximity to members of the public:</p>	<p>1) Speaking with the public to provide information. 2) Cleaning and working in the fitness centre when patrons present.</p>	<ul style="list-style-type: none"> <li>• Staff will social distance in all physical contact with each other and the patrons</li> <li>• Staff will observe and move away from exercising patrons to ensure physical distancing</li> <li>• Staff will verbally ask patrons to physical distance if approached</li> <li>• Include COVID-19 script to assist with addressing patron questions</li> <li>• Place “Stand Here” stickers in areas where patrons/staff may be congested</li> </ul>
<p>B. Identify what functions may be exchanged during these job tasks and processes:</p>	<p>1)</p>	<ul style="list-style-type: none"> <li>•</li> </ul>
<p>4. Potential Risk: <b>Exposure through contact with “high-touch” surfaces</b></p>		<p>Protocols to be implemented (if required):</p>
<p>A. Identify surfaces that people touch often (handrail, doorknobs, light switches, etc.):</p>	<p>1) Washrooms 2) Fitness Equipment</p>	<ul style="list-style-type: none"> <li>• Regular sanitization of washrooms and other touch points</li> <li>• Fitness equipment sanitized by patrons after use, and during closure by staff.</li> </ul>
<p>5. Other Potential Risks: _____</p>		<p>Protocols to be implemented (if required):</p>
<p>Attach a drawing or floor plan showing travel directions for activities:</p>		
<p style="text-align: center;"><u>Spacing Guide</u></p> <ul style="list-style-type: none"> <li>• 2 metre minimum distance between people</li> <li>• 2-5 metre radius per person for active activities</li> </ul>		

Access pathways, Entrances, Exits, Spaces

Administrative controls such as markings on the ground and signage can be used to remind patrons and staff to be courteous and allow for physical distancing.

- If these pathways are narrow and busy, consider one-way directions.
- If one-way direction is not possible, consider signage to emphasize that the person coming into the space make way for the person leaving by stepping aside and turning away.

Department Manager Signature: \_\_\_\_\_



Date: July 29, 2020

Original sent to Andre Noel, Safety Advisor to be filed in the Safety Management System (SMS)