

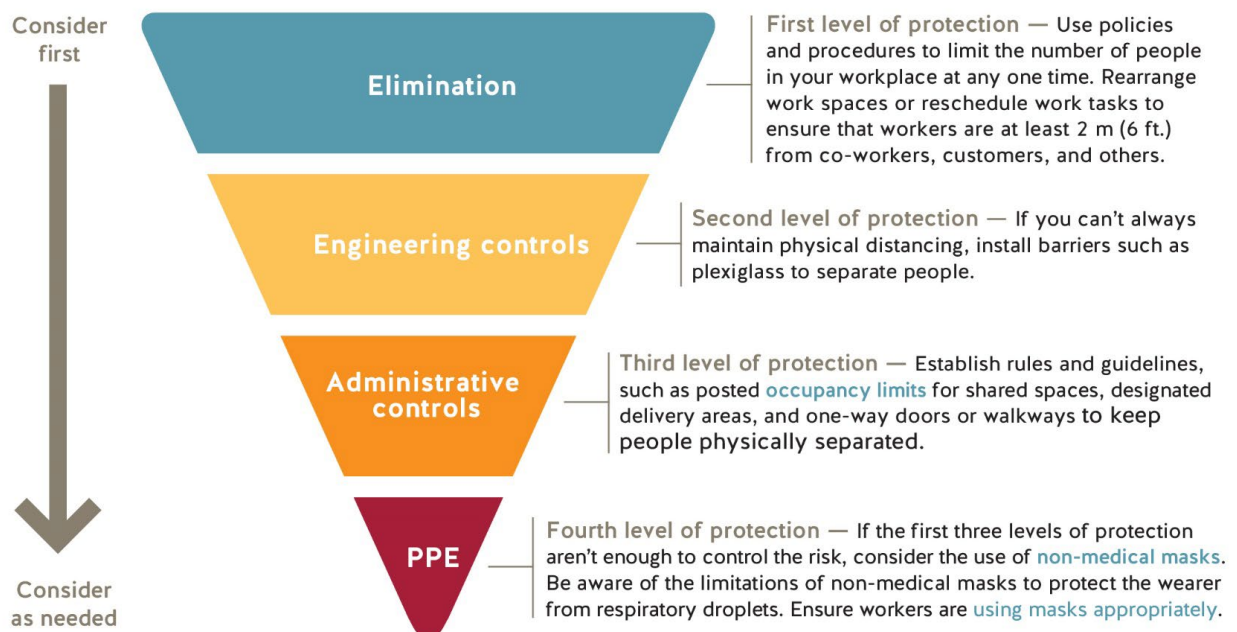
COVID-19

Department Risk Assessment & Controls

Paddle Rental Centre

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

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Recreation Department:	Paddle Rental Centre Lakeside
Rec Activity:	Public drop-in paddle equipment rental, retail
Date:	June 21, 2020
Completed by:	Operations July 2 – Sept 6 2020

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: Exposure through being in <u>close proximity to other employees</u>		Protocols to be implemented (if required):
A. Identify locations where employees gather (break rooms, meeting rooms, rest rooms, etc.):	1) Equipment area 2) POS Station	<ul style="list-style-type: none"> • Social Distance while selecting supplies • Social distance while providing customer service • Follow social distance signs and traffic flow patterns • Physical barrier added at POS workstation • Staff will social distance with each other. • Staff will wear masks when they cannot maintain proper distancing.

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<p>B. Identify job tasks and processes where workers are close to one another:</p>	<ol style="list-style-type: none"> 1) Training 2) Carrying equipment 3) Set up /take down of equipment 4) Rental process 	<ul style="list-style-type: none"> • Online/virtual training and documents for review as step 1, opportunity to ask/answer questions as step 2, when all virtual and online meetings/interviews/training is complete, bring staff in to train and provide large enough space to have a 5m circumference for each person and provide masks as needed, provide hand sanitizer • Assign specific duties for carrying equipment to maintain distance with other staff • Include set up/take down procedure in training with physical distance measures If physical distancing is not able, providing a mask for staff to wear when in close proximity • Systematic pattern of distancing while transferring information
<p>2. Potential Risk: Exposure through contact with <u>rental equipment, supplies, tools,</u></p>		<p>Protocols to be implemented (if required):</p>

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<p>A. Identify rental equipment, supplies, tools, machinery and equipment that workers share while working:</p>	<ol style="list-style-type: none"> 1) Tables & chairs 2) Printer, Computer POS 3) Portable signage 4) Equipment for activities 	<ul style="list-style-type: none"> • Designated positions to minimize shared touch points and crossing traffic patterns • Staff will wash their hands upon arrival to work and before/after washroom use and eating. • Staff will wipe down with disinfectant before and after assigned workstations that they use. • Staff will use a face mask if unable to adhere to physical distancing • Staff will disinfect tools before and after each use
<p>3. Potential Risk: Exposure through interaction with / being in close proximity to members of the public</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>	<ol style="list-style-type: none"> 1) Registering/payment with program participants 2) Carry of equipment 3) Launching at beachfront 4) Checking in returns of equipment 5) Handling public inquiries 	<ul style="list-style-type: none"> • Structure registration/payment area to promote physical distancing and when not possible will wear a mask. • Floor decals/delineators to enforce physical distancing. • Staff will maintain distance of 6ft when assisting with boat launching and wear mask when not possible • Staff will maintain back to front orientation with paddlers when assisting with carrying and launching. • Staff will maintain distance when checking in returns • Structure a designated returns area to maintain distance from participants • Staff will observe and move away from congested groups to ensure physical distancing. • Staff will verbally ask public to physical distance when approached.

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B. Identify what functions may be exchanged during these job tasks and processes:	1) Carrying handling of equipment	<ul style="list-style-type: none"> Staff will ask participants to carry/launch themselves if able.
4. Potential Risk: Exposure through contact with “high-touch” surfaces		Protocols to be implemented (if required):
A. Identify surfaces that people touch often (handrail, doorknobs, light switches, etc.):	1) table, pens, POS, Staff Cabinets, PFDs, Paddles, Canoes/Kayaks/SUPs	<ul style="list-style-type: none"> Staff will wear PPE: gloves and other items based on cleaning product requirements. Staff will use one time use – disinfectant spray and disposables cleaning towels as needed. Hand disinfectant will be at check-in location to assist with clean hands before touching of high touch points POS will be disinfected after each use desk station will be cleaned before and after each assigned workstation Table will be structured to allow only one family group per divided area PFDs, Paddles, and all boats will be cleaned after each use
5. Other Potential Risks: _____		Protocols to be implemented (if required):
		<ul style="list-style-type: none">
<u>Spacing Guide</u> <ul style="list-style-type: none"> 2 metre minimum distance between people 2-5 metre radius per person for active activities <u>Access pathways, Entrances, Exits, Spaces</u>		

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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)