

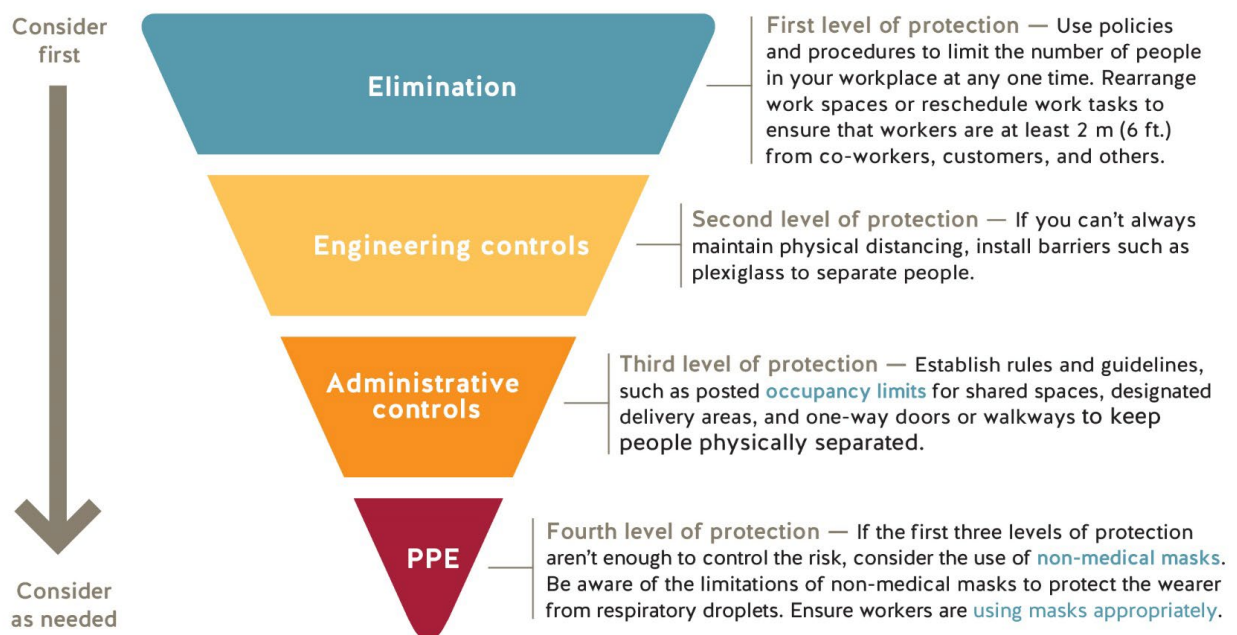
# COVID-19

## Department Risk Assessment & Controls

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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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<b>Recreation Department:</b>	Salmo and District Recreation Department
<b>Rec Activity:</b>	Kevin Hearne Memorial Soccer Camp
<b>Date:</b>	07/15/2020
<b>Completed by:</b>	Ryan Ricalton, Programmer

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):
A. Identify locations where employees gather (break rooms, meeting rooms, rest rooms, etc.):	1) Field  2) Sign In Location  3) Equipment Room	<ul style="list-style-type: none"> <li>• Staff and volunteers must maintain physical distancing</li> <li>• If distancing is not possible, a mask or face covering must be used</li> <li>• Only one staff or volunteer permitted in this area at a time</li> <li>• Sanitizing/Disinfecting of all touch surfaces</li> <li>• Only one staff or volunteer permitted in this area at a time</li> <li>• Sanitizing/Disinfecting of all touch surfaces and equipment used between use</li> </ul>

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<p>B. Identify job tasks and processes where workers are close to one another:</p>	<p>1) Administrative/Office Work</p> <p>2) Volunteer Staff Gathering Equipment/Supplies from Office</p> <p>3) First Aid Treatment – Staff to Staff</p>	<ul style="list-style-type: none"> <li>• Maximum two staff in office (2m apart)</li> <li>• Sanitizing/Disinfecting of all touch surfaces</li> <li>• Scheduling to reduce cross-over</li>   <li>• Maximum one staff in equipment room</li> <li>• Sanitizing/Disinfecting of all touch surfaces</li> <li>• Scheduling to reduce cross-over</li>   <li>• Follow WorkSafeBC Recommendations on first aid in the workplace. Attached</li> </ul>
<p><b>2. Potential Risk: 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>	<p>1) Soccer Balls</p> <p>2) Cones</p> <p>3) Sign in/out Table Supplies</p>	<ul style="list-style-type: none"> <li>• Soccer balls will be sanitized before and after each program</li> <li>• Staff and volunteers will wear gloves when handling equipment</li> <li>• Participants will not be permitted to use their hands</li>   <li>• Cones will be sanitized before and after each program</li> <li>• Staff and volunteers will wear gloves when handling equipment</li> <li>• Participants will not be permitted to touch the cones</li>   <li>• Table and supplies will be sanitized after each program</li> </ul>

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3. Potential Risk: <b>Exposure through interaction with / being in close proximity to members of the public</b>		Protocols to be implemented (if required):
A. Identify job functions and processes where workers are in close proximity to members of the public:	1) Interacting with participants at the sign in/out table  2) Coaching  3) First Aid	<ul style="list-style-type: none"><li>• Maintain physical distancing</li><li>• Use the table as a barrier between participants and volunteers or staff</li><li>• Utilizing appropriate PPE measures</li><li>• Mask use for staff will be at the discretion for the staff or if they are unable to physically distance</li> <li>• Ensuring participants are remaining in their designated marked areas</li><li>• Coaches must ensure they maintain physical distancing</li><li>• The use of masks will be at the discretion of the coaches or if they aren't able to maintain physical distancing</li> <li>• Follow all WorkSafe BC protocols</li></ul>

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<p>B. Identify what functions may be exchanged during these job tasks and processes:</p>	<p>1) Possible sign in/out documentation exchange</p>	<ul style="list-style-type: none"><li>• Staff and volunteers will handle these documents with gloves and place them in a designated bin</li><li>• Follow mail handling procedure</li><li>• Ensure that pens are sanitized after each program</li></ul>
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4. Potential Risk: <b>Exposure through contact with “high-touch” surfaces</b>		Protocols to be implemented (if required):
A. Identify surfaces that people touch often (handrail, doorknobs, light switches, etc.):	<p>1) Door Knobs/Light Switches</p> <p>2) Alarm Panel</p> <p>3) Computer/Desk Surfaces</p> <p>4) Printer/Scanner</p>	<ul style="list-style-type: none"> <li>Sanitizing/Disinfecting of all touch surfaces</li> <li>Washing Hands Often</li> <li>Sanitizer provided at all entrances/exits</li> </ul> <ul style="list-style-type: none"> <li>Sanitizing/Disinfecting of all touch surfaces</li> <li>Washing Hands Often</li> <li>Sanitizer provided at all entrances/exits</li> </ul> <ul style="list-style-type: none"> <li>Sanitizing/Disinfecting of all touch surfaces</li> <li>Washing Hands Often</li> </ul> <ul style="list-style-type: none"> <li>Sanitizing/Disinfecting of all touch surfaces</li> <li>Washing Hands Often</li> </ul>
5. Other Potential Risks: _____		Protocols to be implemented (if required):
	<p>1)</p> <p>2)</p>	<ul style="list-style-type: none"> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> </ul>
Attach a drawing or floor plan showing travel directions for activities:		
<p style="text-align: center;"><u>Spacing Guide</u></p> <ul style="list-style-type: none"> <li>Each participant will be given a 10 meter x 6 meter designated area</li> <li>Each designated area will have a minimum of a 2 meter space between</li> <li>A total of two zones means that a maximum of 20 participants can be on the field at a time</li> <li>1-2 staff members will be responsible for each zone. Staff are required to maintain physical distance with each other unless they are from the same household</li> <li>Staff and volunteers will receive list of all participants before the start of the first program</li> <li>Coaches will not enter the participants designated marked out areas unless there is an emergency</li> <li>Coaches will maintain physical distancing with all participants at all times</li> <li>Designated areas will use color codes cones and will not be touched or moved by participants</li> <li>Additional balls will be sanitized and on hand in case any balls leave the grid</li> </ul>		

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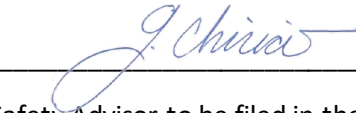
- Safe zones and spacing between designated zones will not be entered by participants
- Safe spaces between zones will be a minimum of 5 meters

### 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.

- Entrance and Exit of designated marked areas, zones and field will be coordinated by staff and volunteers
- 30 minutes will be given between programs to ensure enough time for participants coming and going to not cross paths, and to ensure staff have adequate time to sanitize equipment.

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



Date: July 29, 2020J

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