



Preventing the Spread of Covid-19  
Facility Reopening Guidance,  
Principles and Policies


Dear LBCA Community,

On behalf of the LBCA Board of Directors and Staff, thank you for doing your part to flatten the curve. The past weeks and months have brought many challenges and yet, together, we have found a path through this crisis. I am happy to share that the province of Alberta has included Recreation Facilities and Community Associations in Phase 2 of Relaunch, therefore the LBCA will be open soon! We are eager to welcome the community back and taking the necessary steps for a successful re-opening.

Your health and safety, and that of our employees is our highest priority. As we slowly start to open our doors, every decision we make will be with this in mind. We will continue to look to local health authorities for guidance as we navigate the coming weeks and months and will do everything we can to ensure you feel safe when you visit us again. On the following pages you will see some of the steps we have followed, policies we've implements as well as the details of policies that are specific to you, our valued guests.

Experiences in our facility are going to look and feel different than we are used to, but our commitment to providing a safe, inclusive space for the community is stronger than ever. We are so excited to welcome you back and look forward to seeing you again soon.

Sincerely,



Andrea Waara

General Manager

[Lake Bonavista Community Association](#)

## PURPOSE

This document was developed to help prevent the spread of COVID-19 at the LBCA facilities. The precautionary measures have been developed using advice and information obtained from Alberta Health Services, the government of Alberta and the government of Canada.

## GUIDELINES

Our organization will work to achieve a workplace and facility that follows all precautionary measures identified by applicable governmental bodies and public health authorities to reduce the spread of the COVID-19.

Re-opening the facility is 3-fold; 1. Prior to Opening Preparations 2. Opening Operations and 3. Ongoing Monitoring. This document will outline the completed steps, new procedures and policies. This is a living document and will be changed as Federal and Provincial guidelines evolve in the coming weeks and months.

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## **STEP 1: PRIOR TO RE-OPENING**

The following steps have been completed and/or developed prior to the return of staff or visitors to the LBCA.

### **A. Return Staff to Work Safety**

1. Confirm that the LBCA can meet all OHS and AHS responsibilities in regard to worker safety by completing the LBCA Workplace Risk Assessment and Corrective Actions : completed June 15th, 2020
2. Identify Re-entry worker training and required documentation:
  - Cleaning and Sanitization Training & Schedule
  - Employee Conversation Checklist
  - Preventing the Spread Workplace Policy
3. Develop process to inform contractors of LBCA Protocols and Procedures
  - Preventing the Spread of Covid-19 Contractor Policy and Procedure
4. Identify PPE needs, inventory and secure supply
  - PPE Supply & Inventory
5. Ensure HVAC servicing has been completed and functioning correctly
  - Date of last service: April 2020
  - Date of next service: July 2020
6. Ensure water, gas, electricity, waste management, alarm services are functioning correctly
  - N/A-all have been operational throughout closure
7. Identify all locations requiring hand washing, sanitizer for staff and guests, proper hand washing, sanitizing
  - Hand Hygiene, Best Practices and Availability
8. Develop Policy and Procedure to ensure physical distancing be maintained at the LBCA
  - Physical Distancing at Work Policy
  - Physical Distancing Policy for Guests
9. Identify response to Symptomatic Worker/Guest, Confirmed Case of Covid-19 of Worker/Guest
  - Response to Symptomatic Worker/ Guest and/or Reported Case of Covid-19 Policy & Procedure
10. Complete thorough facility cleaning and disinfecting
  - Date: June 26, 2020

### **B. Prepare for Guests for Return Safely:**

- i. Post Facility Signage: June 24<sup>th</sup>, 2020
  - Practice Physical Distancing (AHS)
  - Please Do Not Enter If You (AHS)
  - 2 Meter Distance floor stickers
  - One Way Arrows floor stickers
  - Enter/Do Not Enter door stickers
  - Hand Sanitizing Here at 14 stations
  - Stand Here floor signs for customer service line
  - Room Capacity sign in all areas
- ii. Post Facility Physical Distancing Boundaries/Markers: June 24<sup>th</sup>, 2020
  - Bleacher/Spectator Markers
  - Locker Room bench markers
  - Stand here markers for Customer Service Line

iii. Post facility activity/area guidelines:

- Basketball
- Pickleball
- Volleyball
- Fitness Studio
- Hockey
- Locker Rooms

iv. Complete thorough facility cleaning and disinfecting- June 26<sup>th</sup>, 2020

**C. Stakeholder Communication:** sent to all users, including members, priority partners, user groups and general public. Posted on the LBCA website and social media posts.

- Share Re-Opening Date-June 11<sup>th</sup>, 2020
- Share LBCA Relaunch Policies, Procedures and Visitor Expectations-June 22<sup>nd</sup>.

## **STEP 2: OPENING OPERATIONS**

### **A. Staff Schedules:**

- i. The Operations Staff Schedule will include 2 operators and 1 custodian during most operating hours. This will ensure building operations are managed while also having a dedicated staff member to complete cleaning and sanitization of the facility.
- ii. The Administration staff will maintain a Monday-Friday 35-hour work week.
- iii. The LBCA will endeavor to hire a “Facility Attendant” who will work Saturdays to support peak schedules by supporting customer service and facility needs during peak season, September to March.

### **B. Stakeholder Communication**

- i. To strengthen stakeholder relationships and confidence in the relaunch of LBCA operations, the LBCA management will provide regular updates, changes to policies and invite feedback.

### **C. Programs & Events:**

- i. The LBCA will endeavor to provide some programs and events at the beginning of our relaunch and throughout the summer
- ii. The LBCA will endeavor to resume yearly programming and events beginning in September.

### **D. Change Room Guidelines**

### **E. Activity/Area Guidelines**

## **STEP 3: ONGOING MONITORING**

Once the LBCA has successfully gone through the Prior to Opening and Opening Operations steps the LBCA management commits to monitoring all policies and procedures that have been put in place and their effectiveness and/or need for adaptation.

In addition, staying tune with legislative changes, governance and best practices will be critical to maintain the success of the plan.

On-site management observation, stakeholder feedback and evolving guidelines will determine if/when policies and procedures need to change.

## Lake Bonavista Community Association Visitor, Users and User Group Policy

All LBCA visitors and users should ensure they understand and comply with the infection prevention policies and practices outlined within this policy.

### Entrances/Exits

North Doors: WEE WONDER daycare customers ONLY

South Doors: ENTER

East Doors 1: ENTER

East Doors 2: EXIT

### Do Not Enter

Do not enter the LBCA facilities if you have:

- Fever
- Difficulty breathing
- Sore Throat
- Flu like symptoms
- Have traveled outside of Canada in the last 14 days.

### Hand Hygiene

- Wash hands frequently while at the LBCA.
- Thoroughly wash hands with an alcohol-based rub or with soap and water.
- Wash hands for at least 20 seconds.
- Avoid touching your face (specifically your eyes, nose, and mouth) as much as possible.
- Cover your mouth when coughing, sneezing, and yawning by doing so into the bend of your arm, not your hand.
- Avoid touching surfaces other people touch often.
- Instead of a handshake, give a friendly wave or verbal greeting

### Physical Distancing

- Keep a distance of at least two meters between you and anyone else outside of your cohort
- If you cannot maintain 2 meters distance while at the LBCA please consider wearing a mask

### Updates to Management

- Immediately notify LBCA management if you have tested positive for Covid-19 after visiting the LBCA

### Facility Users/User Group Responsibility

- If you are responsible for or leading/coaching any individuals while renting space at the LBCA it is your responsibility to ensure the athletes +/- participants in your group adhere to the LBCA Policies and Procedures. Failure to do so could result in the cancellation of your future bookings.
- User groups, clubs, coaches, instructors and organizers are responsible for understanding the sector specific guidelines that apply to their group. *User groups must provide their plan to the General Manager prior to facility use, the group plan must identify how you will ensure Provincial Guidelines are met within their group while using LBCA facilities.*

### Facility Bookings

Facility booking times must be adhered to. Entering and leaving your booked space on time is required to support physical distancing in booked areas and to ensure LBCA staff have adequate time to clean and sanitize space before the next group comes in. Entering early or leaving late will result in a penalty of a \$100.00 fee.

### Cleaning/Disinfecting

LBCA staff follow a daily cleaning schedule plus additional cleaning of high touch points. Your booked space will be cleaned and sanitized before and after your booked time. If your club/group governing body has implemented additional cleaning and sanitizing protocols, you, or a member of your group, are required to carry these requirements out with your own products.

### Water Fountain

Water fountains are currently closed. Users are encouraged to bring filled water bottle(s) prior to visiting the LBCA.

## Lake Bonavista Community Association Hand Sanitizer & Hand Washing Guidelines and Availability

Hand Washing facilities (soap & water) are available at the following locations within the LBCA:

- men's washroom
- women's washroom
- Change rooms #1,2,3,4,9,10

Hand Sanitizer is available at:

- All 3 entrances of the LBCA
- MPR
- Gymnasium Entrance
- Lobby
- Fitness Studio
- Large Ice Spectator and Player area x 3
- Small Ice Spectator area
- Men's washroom
- Women's washroom
- Operations bay

All soap and sanitizer dispensers are refilled daily as needed

Sanitizing wipes are available in the gymnasium and fitness studio for equipment cleaning after personal use.

Hand Washing with Soap and Water

- Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
- Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
- Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
- Rinse your hands well under clean, running water.
- Dry your hands using a clean towel or air dry them

Hand Sanitizer with Alcohol based Hand Sanitizer:

- Apply the gel product to the palm of one hand (read the label to learn the correct amount).
- Rub your hands together.
- Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.



## Lake Bonavista Community Association Physical Distancing Policy & Procedure for Visitors

Physical distancing is intended to minimize close contact with others and to limit the number of people you come into close contact with. Physical distancing can help reduce the risk of getting sick and help prevent spreading the virus to others. Physical distancing requires that individuals keep approximately 2 meters distance between each other.

LBCA Policies & Guidelines:

- While at LBCA staff, contractors and visitors are expected to maintain 2 meters of physical distancing as much as possible.
- Guests are encouraged to wear a mask when 2 meters physical distancing cannot be maintained
- Guests are encouraged to greet each other verbally instead of with a handshake
- Guests are asked to adhere to room/areas capacities
  - All areas of the facility have a capacity posted to ensure physical distancing
    - Administration office: 6
    - Operations Office: 3
    - MPR: 30
    - Gymnasium: 100
    - Fitness Studio: 20
    - Locker Room 1: 10
    - Locker Room 2: 10
    - Locker Room 3: 10
    - Locker Room 4: 9
    - Locker Room 5: 5
    - Locker Room 6: 10
    - Locker Room 7: 10
    - Locker Room 8: 8
    - Locker Room 9: 8
    - Locker Room 10: 8
    - KHC Coaches Room: 5
    - Referee Room: 2
    - LBFSC Room: 7
    - Small Arena Off Ice spectator area: 20
    - Large Arena Off Ice (excluding players benches): 100
    - Staff Room: 4
    - Board Room: 10
    - Field House: 40
- Follow the one-way foot traffic where posted
- 2 Meter reminders are posted for guests throughout the facility

## Lake Bonavista Community Association Response to Symptomatic Worker/Guest and/or Reported Case of Covid-19

If an LBCA worker or visitor develops symptoms of COVID-19 while at the LBCA:

If you develop even mild symptoms of illness while at the LBCA you will be asked to:

- Separate yourself from others as soon as possible
- Inform LBCA Management using a phone or by e-mail
- You or LBCA staff will contact your emergency contact using a phone or e-mail
- Notify management where you worked that day or what area(s) of the facility you used
- Disclose any interactions with fellow staff, customers, or others
- Disclose any equipment you used, items you handled, or surfaces you touched.
- If you drove yourself to the LBCA, immediately go home and start self-isolating.
- If you took public transport, the LBCA manager will contact either your emergency contact or the local public health authority or non-emergency services to ensure that you are safely returned home.
- Do not return to the LBCA until your public health authority advises it is safe to do so. The quarantine period will likely last a minimum of 14 days

Updates to Management

- Consider providing contact information to the Lake Bonavista Community Association should you require transportation home from the LBCA facilities
- Immediately notify management if you start to feel ill while at the LBCA or are notified that you tested positive for Covid-19

Reported Case of Covid-19 of LBCA staff or Guest:

The LBCA will contact AHS to confirm/report the positive case(s) of Covid-19 and will include documentation of when and where the individual was in the facility.

If there are 2 or more confirmed cases within 7 days, it is considered an outbreak. The LBCA management will consider a facility closure for deep cleaning and disinfection of facility. Communication will be provided to all stakeholders and users.

## Lake Bonavista Community Association Locker Room Policy

Provincial Health Guidelines and the LBCA discourage the use of locker rooms currently.

- Individuals are strongly encouraged to come to the facility fully dressed and put skates on at the facility in “skates on/off area” in the lobby.
- Individuals that come to the facility fully dressed must bring any additional belongings in a small bag/backpack that can be stored at their players bench

If use of a locker room is necessary, users are required to adhere to the following:

- Do not exceed room capacity
- Maintain physical distancing within the room
- Physical distancing markers on benches/seating areas
- 1 person per shower
- Enter and Exit the room on time.
  - LBCA staff must clean and sanitize the room before the next group can enter.
  - Entering or leaving booked locker rooms early or late will result in a \$100.00 fine.

### **\*The LBCA LOCKER ROOM POLICY is in effect until AUGUST 15<sup>th</sup>, 2020\***

- Additional users will be in the facility after this time and a new policy may be need to be implemented to ensure adherence to Provincial Guidelines continues.
- Ice bookings scheduled from June 17, 2020 to August 15<sup>th</sup> will be provided 2 dressing rooms per booking to support physical distancing requirements.
- If your team/group is larger than the capacity of the 2 locker rooms an additional room may be requested. Requests will be approved if sanitizing schedules and physical distancing are not affected by increased room bookings.

## Lake Bonavista Community Association Activity/Area Policy

In addition to all LBCA policies, any activities, events, sports or programs operated by or at the LBCA must adhere to the following Sport, Physical Recreation and Activity Phase 2 guidelines:

- All aspects of organized sport, physical activity and recreation may proceed if physical distancing is possible.
- Where sports and activities cannot be modified to maintain distance, limit the number of contacts between different participants. This is done by playing within set cohorts.
  - A Cohort is defined as a closed, small group of no more than 50 individuals who participate in the same sport or activity, and remain together for the duration of Stage 2
- Sports and activities that generally involve interaction between participants at a distance of less than 2 meters, it is recommended that:
  - the activity occurs outdoors
  - modification of the activity or sport occur to keep participants at a safe distance
  - participants are within the same cohort

### LBCA Drop-In Program Guidelines:

- Participants may attend 1 scheduled session per day and play with their cohort only (ex. pickleball has 3 sessions per day with a maximum of 8 participants)
- Participants are required to sign in for their session. Sign up is available over the phone or at the facility.
- Courts will be set up to promote physical distancing with other participants (ex. 2 pickleball courts instead of 4)
- Room Capacities have been reduced and posted
- Equipment will be sanitized before/after sessions
- Increased hand washing/sanitizing during your session is strongly encouraged
- Participants are encouraged to bring a full water bottle (water fountains are closed)
- Participants are encouraged to carry and use their own hand sanitizer.
- Participants should refrain from touching their eyes, nose, mouth and face while participating
- Participants are encouraged to exhibit good respiratory etiquette (ex. sneezing or coughing into the crook of the elbow, no spitting, no clearing of nasal passages, coughing or sneezing into a tissue).

#### LBCA Drop-In Pickleball, & Badminton:

- LBCA staff will set up and set down. Participants will not set up nets themselves
- Pickleball: Doubles, 3 courts 30mins each play. 2 hours of open pickleball total. Max amount of 8 players in gym at one time. 16 people total – rotating cohorts \*can be changed from rotating to changing... or something that insinuates leaving.
- Badminton: Doubles 2 courts (may have room for three) 30mins each. 2 hours of open badminton total. Max amount of 8 players in gym at one time. 16 people total – rotating cohorts \*can be changed from rotating to changing... or something that insinuates leaving.
- (pickleball) Coordinate with your play group so that each person serves with a different color ball. If multiple colors are not an option, use a sharpie and prominently mark personal pickleballs with your initials.
- Participants are encouraged to bring their own clean equipment when possible.
- Use your paddle and foot to pick up balls and birdies to transfer them to your opponent.
- Avoid changing ends of the court.

#### LBCA Drop-In Floor Hockey:

- 10 people maximum on the court and in the gym at one time. 1-hour play.
- At least 2 meters distancing should be maintained between all when off the court (e.g., on benches, during time out).

#### Roller Skating

- 40 people maximum on the dry pad at one time – This does not include spectators. 1-hour of skate time.
- One direction skating is implemented and displayed by arrows \*this can be modified
- Skate 2 meters behind the person in front of you to maintain physical distancing.
- Avoid touching doors, gates and the siding of the dry pad.

#### When the play/game has ended:

- Leave the court as soon as reasonably possible.
- Wash your hands or use hand sanitizer immediately after your match is over.
- Avoid post play socializing.
- Thoroughly wash your equipment, towels, clothes, bags, water bottles, and other items you have used or touched.