
	Procedure Title: <p style="text-align: center;">COVID 19 SAFETY PLAN</p>	Procedure Number: <p style="text-align: right;">1601</p>
		Revision History: V1R3 Pages: <p style="text-align: right;">1 of 1</p>



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Approval Signatures	Date
Approved by – Dustin Bodnaryk	June 19 th 2020
Approved by –	

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Workplace Risks

The Ovintiv Events Centre (OEC) is currently closed to the public for entry for activities such as washroom use and ticket purchases. Employees, contractors completing maintenance, visitors, City of Dawson Creek recreation users and tenants for rentals are permitted to enter the OEC. The OEC and its main business (large concerts and conventions) have been included in Phase 4 of British Columbia's Restart Plan. Until the province of BC reaches Phase 4, we will mainly focus on office workers, visitors, and any other safety items that relate to our current operating model. This plan will be revised anytime restrictions are issued or lifted by the Provincial Health Officer (PHO).

The locations where people may gather within the OEC have been identified as:

- Operations Office
- Administration Office
- Elevator
- Board Room
- Mercer Hall
- Upper Lobby
- Lower Lobby
- Walking Track Lobby

The job tasks and processes where workers are close to one another or members of the public have been identified as:


- Maintenance done by the Operations Department
- In office meetings in the Administration offices
- Cleaning and disinfection of spaces used by tenants and recreation users
- Responding to issues or a request for First Aid on the walking track

The common tools, machinery and equipment workers may share while working have been identified as:

- Forklift
- Automatic Scrubbers
- Work truck
- Electrostatic Sprayer

The surfaces that people touch often have been identified as:

- Main Entrance Side Door
- Door #1 Entrance

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- O entrance
- Elevator Buttons
- Operations Office Kitchen Area
- Administration Office Kitchen Area
- Administration Office Printer
- Boardroom Door
- Bathroom stalls
- Lower Lobby Doors & washrooms

Protocols to Reduce the Risk

First Level of protection - Elimination

Staff are given the option to work from home if their work tasks and individual schedules permit. Offices and permanent workspaces allow for physical distancing. Occupancy limits for the venue have been posted in locations where people may gather. Limits will be adjusted based on restrictions from the PHO.

The OEC is closed to the general public and main venue doors are locked to control access. Tenants and users record who has entered the building. Employees are aware of when/where user groups are in the building so they can avoid the location and limit contact with guests and user groups. Tenants are provided with OEC staff phone numbers so questions can be addressed over the phone rather than in person.

Second Level of Protection – Engineering Controls


Since the OEC has not resumed normal operations (in-person sale of tickets or inquiries from the public, events that require frequent contact between workers and the public) no engineering controls have been erected. However, the box office has a permanent plexi-glass barrier installed.

Work spaces have been modified to assist in maintaining physical distance, through new desks and configurations.

Third Level of Protection – Administrative Controls

To limit touch points and maintain proper records, access to the building for employees and guests is restricted to 3 doors:

- Main Entrance (Administration)
- Door 1 (Operations)
- O Door (Food and Beverage)

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- Lower Lobby (rentals)

All doors have posted signage on occupancy limits, controlling the spread of COVID-19 and mandatory mask wearing. Alcohol based sanitizer and disposable masks are also available. Workers perform daily online health check and temperature checks before entering their designated workspaces. Workers meeting visitors, contractors or delivery drivers must record them on the visitor form where they confirm their health prior to entry. Records are stored for 30 days and then destroyed.

Fourth Level of Protection - PPE

Masks are mandatory for anyone accessing the South Peace Multiplex as per the provincial mandate. Employees are instructed on how to select, care for, and use masks correctly. Masks are worn by employees in all common areas and whenever physical distancing cannot be maintained. Masks are available at designated entry points.

Cleaning Plan

Operations staff are responsible for cleaning and disinfecting periodically throughout the day. Cleaning instructions and checklist can be found [here](#)

On days when tenants and user groups are accessing the building, Operations staff will conduct extra cleaning of certain areas and touch points after the groups have left. Checklists can be found [here](#)


Policies

Daily Health Checks

As per November 2020 orders, workers perform a daily online health check and self administer a temperature check prior to entering their workspace. Health checks are electronically submitted to HR and kept confidential.

Workers Who Feel Ill & Self Isolation

If a worker develops COVID-19 symptoms while at work, they should report to first aid, even with mild symptoms. They will be asked to wash or sanitize their hands, keep their mask on, and isolate in the first aid room before being sent straight home. If the worker is severely ill (e.g. chest pains, difficulty breathing) the OFAA will call 911. The Operations team will then clean and disinfect any surfaces the ill worker may have touched.

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Anyone who has symptoms of COVID -19 including fevers, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache must self isolate for 10 days at home from onset of symptoms and will not be permitted to enter the South Peace Multiplex. Anyone who has been directed by Northern Health, arrived from outside of Canada or who has been identified by Northern Health as a close contact of someone with COVID-19 must self-isolate for 14 days. Further employee initiatives can be found [here](#).

Visitors and Contractors

Visitors and contractors can only access the OEC through one of three entrances (main, Door 1 and O Door) by contacting the worker they are meeting. The date and time of their arrival and confirmation of their health is recorded by the worker on the [Visitor Form](#).

Guests of tenants and recreation users will enter through the assigned door and will be registered by a representative of the tenant.

Visitors, contractors and tenants must obey the signage located at entrance points and must obey all occupancy limits in the building. All workers will try to minimize nonessential in person interactions when possible (Virtual Meetings, email, telephone, etc.)

First Aid Attendant and COVID 19

[Standard first aid protocols](#) have been modified to reduce the potential for COVID-19 transmission.

Working Alone

With some workers working from home, there is a greater potential of [working alone](#) at the South Peace Mutiplex.

Working from Home


Workers have been given the option to [work from home](#).

Violence in the Workplace

As customers and members of the public adapt to restrictions or modifications to [the workplace violence](#) may arise.

Coordination with Health Agencies and Local Partners

The South Peace Multiplex and the OEC will [coordinate with Health Agencies and Local Partners](#) to ensure which events are permitted in each stage of the Province of BC's Restart Plan.

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Communication Plans and Training

- All workers will be required to review this COVID-19 plan and the linked policies. Any updates to the plan will be provided to workers.
- Any workers who are recalled will be introduced to the safety plan and policies
- Signage will be posted at all entrances

Monitor Workplace and Update your Plans

- This plan will be reviewed monthly or when Public Health Orders dictate, by the General Manager and/or Director of Events to determine if any changes are necessary
- If any major changes happen to how we currently operate this plan will be reviewed and updated (e.g. building opening to the public, etc.)
- Workers with concerns about protocols and policies can direct them to the General Manager or a member of the Joint Health and Safety Committee.

Assess and Address Risks from Resuming Operations

The OEC has operated at a limited capacity during the COVID-19 pandemic. Training programs are being updated to ensure worker safety and knowledge as we prepare to recall staff.