



City of Dawson Creek and Encana Events Centre

COVID-19 – Wayne & Bev Dahlen Walking Track

Subject to Change.

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Revised:

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PURPOSE

The purpose of this guideline is to outline the process for a safe return to the City of Dawson Creek and the Wayne & Bev Dahlen Walking Track located inside the Encana Events Centre, operated by Spectra Venue Management. The City identifies the importance of a safe and healthy work environment for its employees, facility lessees, users and the public to ensure we mitigate any risks to prevent illness, injuries, and property damage to facilities. This guide is a plan for the users of the facility to ensure the process for re-opening is followed using all Provincial Mandates, guidelines as well as working with Northern Health.

The City of Dawson Creek will reserve the right to prohibit and/or modify the use of facilities during the pandemic and will communicate the guidelines with Users.

The City of Dawson Creek and Encana Events Centre will post this safety plan on their website.

The Walking Track load has been reduced to 15 people per session to allow for social distancing.

SCOPE

This plan applies to City of Dawson Creek and Spectra Venue Management employees and Wayne & Bev Dahlen Walking Track users.

FIVE PRINCIPLES OF BC'S RESTART PLAN

Personal Hygiene:	Stay Home if You Are Sick:	Environmental Hygiene:	Safe Social Interactions:	Physical Modifications:
<ul style="list-style-type: none"> • Frequent handwashing • Cough into your sleeve • Wear a non-medical mask • No handshaking 	<ul style="list-style-type: none"> • Routine daily screening • Anyone with any symptoms must stay away from others • Returning travellers must self-isolate 	<ul style="list-style-type: none"> • More frequent cleaning • Enhance surface sanitation in high touch areas • Touch-less technology 	<ul style="list-style-type: none"> • Meet with small numbers of people • Maintain distance between you and people • Size of room: the bigger the better • Outdoor over indoor 	<ul style="list-style-type: none"> • Spacing within rooms or in transit • Room design • Plexiglass barriers • Movement of people within spaces

Staff Health and Hygiene

Category: COVID-19 Procedures

Revised:

COVID-19 Health Assessment

To avoid transmission between employees and walkers every employee suspected or confirmed to have contracted COVID-19 must stay home.¹

City of Dawson Creek Staff and are required to submit a Covid-19 Self-Assessment (pre-screen) to their supervisor on or before their first shift.² Each day before work, employees will be required to self-assess and let their supervisor know that they are COVID-19 symptom free at the start of their shift.

Spectra Venue Management staff are required to submit a Covid-19 Self-Assessment (pre-screen) before entering the venue for their shift. Staff will follow up via email or telephone with the HR manager if they reported feeling unwell in their assessment.

Staff COVID-19 Self-Assessment³

Any employee experiencing respiratory illness similar to the flu or a cold such as fever, chills, cough, shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue or loss of appetite should stay home from work and start to self-isolate immediately. Contact 811 or the Northern Health COVID-19 Information line at 1-844-645-7811 for advice. Follow the advice you receive and inform your supervisor.

It is likely that you will be required to self-isolate at home for a minimum of ten days from the onset of these symptoms and to stay home until these symptoms are completely resolved. If you are advised to be tested for COVID -19 and your test result is negative, you must provide your negative test result to your supervisor, who will forward it onto management. If symptoms persist your supervisor/manager will determine if you can return to work and what level and type of PPE may be required.

City of Dawson Creek and Spectra Venue Management Sick Workers⁴

- If a worker feels they have even mild symptoms, they are to stay home and notify their supervisor. The supervisor will direct them to call 811 or Northern Health COVID-19 Information line at 1-844-645-7811 for advice.

¹ (Lifesaving Society BC & Yukon, 2020), pg. 5

² (City of Dawson Creek, 2020)

³ (City of Dawson Creek, 2020)

⁴ (WorkSafe BC, 2020)

- If needed causal workers will be called in to replace workers who remain at home due to being sick.
- If worker feels they have even mild symptoms while at work, they are to put a mask on, wash/sanitize their hands and report to the first aid attendant.
- First aid attendant will isolate worker, notify supervisor and direct worker to go straight home and call 811 or Northern Health COVID-19 Information line at 1-844-645-7811 for further guidance related to testing and self-isolation.
- If a worker is sent home with symptoms, all other workers will be told to monitor themselves for symptoms in the following days, but can continue to work. Face covers are available for staff to wear.
- Benefit workers who have sick time, can use their sick time while they are off work. If they do not have any sick time, they will be granted LOA.
- Causal workers will be paid for the remainder of their shift if they develop symptoms while at work.
- If the worker is severely ill (e.g. difficulty breathing or chest pain), call 911.
- Clean and disinfect any surfaces while wearing PPE that the ill worker has come in contact with.
- A sick worker cannot come back to work until a negative test is received and a copy forwards to their supervisor. The supervisor will then forward it on to management.
- If the worker tests positive for COVID then the City of Dawson Creek's and/or Spectra Venue Management's procedures will be followed.
- If a positive test result comes back on an employee, the facility will be closed, so that a deep clean may be done.

Daily records are kept of City of Dawson Creek staff who work together in the event there is a need for contact tracing on the part of the Medical Health Officer. Schedule Program When to Work is used.

Spectra Venue Management currently has a small pool of staff who work together daily. Schedules can be provided in the event there is a need for contract tracing on the part of the Medical Health Officer.

Hygiene

Hand Hygiene⁵

Employees must wash their hands/sanitize upon entry to the building and before and after as well as throughout the day:

- Eating
- Breaks
- Smoking

⁵ (Lifesaving Society BC & Yukon, 2020), pg. 5

- Blowing one's nose, coughing, or sneezing
- Using the toilet
- Being in contact with animals or pets
- Using shared equipment
- Providing routine care for customers needing assistance or first aid

Face Masks^{6,7}

- Non-surgical masks will be available for City of Dawson Creek and Spectra Venue Management staff.
- Staff are encouraged to wear face masks if physical distancing cannot be maintained with other staff and members of the public
- Currently, wearing a face mask at all times in the facilities is not mandatory. This will be updated according to provincial health recommendations.
- Masks can become contaminated on the outside when touched by hands so employees should avoid touching or adjusting them often.
- Masks that become wet, soiled, or damaged are less effective and must be replaced immediately.
- Masks must be put on and taken off correctly, including not touching the front of the mask and washing hands before/after application and removal.
- Never share masks with others.

Personal Hygiene

- Avoid physical greetings such as handshakes and hugs.
- Employees must practice good hygiene throughout their shift including proper hand washing and cough/sneeze etiquette.
- There should be no sharing of cigarettes or vaping equipment.

⁶ (WorkSafe BC, 2020)

⁷ (City of Dawson Creek, 2020)

Facility Admission & Access

Category: COVID-19 Procedures

Revised:

Facility Admission^{8 9}

The following facility admission protocols will be implemented:

1. At the entrance, signs are posted to inform patrons that:
 - a. Patrons must not enter if they suspect they have COVID-19 or any of the known COVID-19 symptoms.
 - b. Patrons must maintain physical distance of 2 meters from other patrons and staff.
 - c. On arrival, patrons must wash their hands with soap and water or use hand sanitizer.
 - d. Avoid facilities if patrons are at high-risk of COVID-19 contraction or severe illness.
2. A plexiglass barrier protects employees located at the front desk. It is recommended that employees wear gloves while handling cash, locker tokens, wristbands, etc.
3. A reservation system for public walking and time limitations are in place to avoid crowd gathering and wait times.
4. Occupancy limit is 15 patrons

Facility Access

1. Facility access will be through KBAC front door, five minutes before the start of the scheduled walk time.
2. Facility exit will be through the lower lobby of Encana Events Centre.
3. A door greeter will take the attendance of the people who are registered.
4. Signage, floor markings and barriers are installed to guide patrons in and to the Encana Events Centre side of the building.
5. Hand sanitizer will be located at the entrance to the KBAC and by the front desk
6. Users can arrive anytime during their registered walking time.
7. Physical markers are installed on the KBAC lobby floor, which indicate two meter physical distancing for patrons waiting in line.
8. All excess tables, chairs and benches have been removed from the KBAC lobby.

⁸ (Lifesaving Society BC & Yukon, 2020), pg. 7

⁹ (City of Dawson Creek, 2020)

9. Occupancy limits are posted for all public and staff spaces.
10. Loitering or spectators in the building will not be permitted.
11. A two-way radio will be placed on the Walking Track for patrons to contact Spectra Venue Management staff in the event of an emergency or if assistance is needed.
12. The Walking Track will be separated into 2 lanes: one for runners and one for walkers. Patrons will travel in the same direction and groups must move to a single file line to allow for passing.
13. Sanitizer stations will be available in the Lower Lobby and the Walking Track Lobby of the Encana Events Centre.
14. One set of washrooms will be available on the Walking Track. Maximum occupancy will be posted.
15. Water fountains will be closed. Patrons must bring their own water until further notice.

Occupancy Limits – Encana Events Centre

Public Spaces	Maximum Occupancy
Elevator	1 person or 1 unit
Walking Track Lobby	15 people
Men's Washroom	1 person
Women's Washroom	1 person

Disinfection Procedures

Category: COVID-19 Procedures

Revised:

The disinfection procedures listed are in response to the COVID-19 pandemic. These cleaning measures are in addition to regular facility cleaning procedures.

Personal Protection

The risk of exposure to cleaning staff is inherently low; however cleaning staff should wear disposable gloves and appropriate PPE for all cleaning tasks, including handling trash. PPE should be removed carefully to avoid contamination of the wearer and surrounding area. Work uniforms should be washed after each shift.

Cleaning Procedures

High touch surfaces such as door handles, elevator buttons, railings, chairs, and washrooms will be sanitized after each session and be part of the deep clean when the track is closed for the day.

A cleaning log has been developed and includes where, what, and how often cleaning is occurring. Log sheets are completed/signed off each time cleaning occurs.

Opened 3 days a week

Only the touch points will be cleaned with a viral disinfectant cleaner after each walk time.

Chemicals Used for Disinfection/Cleaning

Product	Application	Who can Use	PPE	Dwell Time	Rinse
Oxivir Plus Disinfectant Cleaner Concentrate	Spray bottle, Floor Scrubber	Operations Staff	Gloves	5 minutes	Not needed
EP50	Handheld & Backpack Sprayer	Operations Staff	Gloves, Mask, Goggles	5 minutes	Not needed
*Vanguard	Handheld & Backpack Sprayer	Operations Staff	Gloves, Mask, Goggles	5 minutes	Not needed

Assignment of Disinfection/Cleaning Tasks

Staff	Elevators & Stairwells	Walking Track Lobby	Track	Washrooms
Operations	Buttons, railings, floors	Chairs, floors	Floor, walls, rest area chairs, two-way radio	Walls, sinks, doors, garbage containers, grab bars, mirrors, paper dispensers, soap dispensers, Floors, toilets, urinals, partitions, counters.

Public Walking Schedule

- An alternate walking schedule is being offered to limit the number of patrons in the building to 15, during a walking session.
- To minimize direct contact between workers and patrons, pre-registration will be required for all walking times; either online or over the phone, utilizing our recreation software system.
- All basic contact information of walking attendees will be kept in the event there is a need for contact tracing, on the part of the Medical Health Officer.

Monday, Tuesday and Wednesday

- 8:30 am -9:30 am (Walking) - 9:30 am-9:45 pm (Get changed and leave)
- 11:30 am-12:30 pm (Walking) - 12:30 pm-12:45 pm (Get changed and leave)
- 2:30 pm-3:30 pm (Walking) - 3:30 pm-3:45 pm (Get changed and leave)

*REVISED HOURS – Effective November 30, 2020

- 9:00 am -10:30 am (Walking) - 10:30 am-10:45pm (Get changed and leave)
- 12:30 pm-1:30pm (Walking) - 1:30 pm-1:45 pm (Get changed and leave)
- 2:30 pm-4:00 pm (Walking) - 4:00 pm-4:15 pm (Get changed and leave)
- 5:00 pm – 6:30 pm (Walking) -6:30 pm – 6:45 pm (Get changed and leave)

Personal Protective Equipment- Encana Events Centre

Category: COVID-19 Procedures

Revised:

Types of PPE used for First Aid

1. **Non-Surgical mask:** Reduces transmission of aerosol by 50% and protects from contracting aerosol route infection from others by 75-80%. Surgical masks must be dry to be effective.
2. **Eye protection:** Face shields or personal protective goggles prevent virus exposure of the eye mucosa. Protective goggles must fit the user's facial features and be compatible with respiratory protection. Eye protection may be used once disinfected.
 - a. **Corrective eye lenses and safety glasses are not approved PPE and should not be used for first aid purposes.**

When to use Personal Protective Equipment for First Aid

NO CONTACT	DIRECT CONTACT	
<p>2m physical distancing maintained</p>	<p>LOW RISK (Non-aerosol generating)</p> <p>2m physical distancing <u>not</u> maintained</p>	<p>HIGH RISK (Aerosol generating)</p> <p>Chest compressions, abdominal thrusts, back blows</p> <p>2m physical distancing <u>not</u> maintained</p>
<p>Operations Staff</p> <ul style="list-style-type: none"> • Non-Surgical Mask • Face Shield or Safety Goggles-if needed • Gloves- if needed <p>Victim</p> <ul style="list-style-type: none"> • Non-Surgical Mask 	<p>Operations Staff</p> <ul style="list-style-type: none"> • Surgical Mask • Face Shield or Safety Goggles • Gloves <p>Victim</p> <ul style="list-style-type: none"> • Non- Surgical Mask 	<p>Operations Staff</p> <ul style="list-style-type: none"> • Surgical Mask • Face Shield or Safety Goggles • Gloves • Isolation gown <p>Victim</p> <ul style="list-style-type: none"> • Non-Surgical mask (Compression-only CPR) or other treatment

First Aid Procedures- Encana Events Centre

Category: COVID-19 Procedures

Revised:

General First Aid Protocols

- Universal approach – assume all victims are COVID-19 positive.
- For all rescues, minimize the number of rescuers who have contact with the victim.
- At each focal point, provide a dry container including hand sanitizer and PPE for (2) rescuers, (1) victim, and (1) bystander.²⁸
- Post rescue (resuscitation or first aid with bodily fluids): Hand hygiene, shower, change clothes, bag clothes to be washed, disinfect first aid equipment.

Respiratory Hygiene Measures

- Educate all victims to cover their mouth and nose with tissue or elbow when coughing or sneezing.
- Non surgical masks are available for Operations staff and public when performing first aid.
- Victims who require resuscitation should have a mask or piece of cloth covering their mouth/nose or a continuous BVM seal for CPR.

First Aid for Children/Minors

- When possible, ask parents or caregivers to provide first aid to children or minors.
- Provide the parent or caregiver with PPE appropriate for the injury.
- Provide guidance to the parent or caregiver performing first aid.

Scene Assessment

1. Ensure scene is safe.
2. Assume universal approach – all victims COVID-19 positive.
3. Minimize the number of rescuers in contact with the victim.
4. 2m physical distancing at all times.
5. Don appropriate PPE (self, victim, bystander).
6. Victim history – COVID-19.
7. Mechanism of injury.
8. Continuous and dynamic scene assessment.

Scene Assessment Guidelines

- Maintain physical distancing of 2m whenever possible.

- Collect information about the health status of the victim with regards to COVID-19:
 - It is important to pass this information on to EMS, allowing them to provide optimal treatment to the victim.
 - This information may be obtained from the victim, the victim's caregiver, or bystander.
 - Determining the victim's health status and COVID-19 infection can be accomplished by asking common questions.

Primary Assessment

** Conscious victims should self-examine where possible.

1. Level of consciousness.
2. Call EMS (if life-threatening illness found).
3. Secure airway.
4. Check breathing.
5. Check circulation.
6. Treat for shock and prepare for transport if appropriate.

Primary Assessment Guidelines

- Maintain physical distancing of 2m whenever possible.
- Determine if the victim's condition requires the Operations staff member to make direct contact with the victim.
 - Alternate options may include a victim's caregiver or family member administering first aid with lifeguard direction for minor injuries.
 - Don the PPE required for the level of victim contact and first aid treatment. Both the rescuer and victim should don PPE.
- When the victim history indicated positive or suspected COVID-19, inform EMS.
- Proper hand hygiene is important after all first aid treatment.

Secondary Assessment

1. Vital signs*.
2. History.
3. Head-to-toe exam (verbal exam for conscious victims).

**Conscious victims should self-examine where possible.*

Secondary Assessment Guidelines

- Maintain physical distancing (2m) whenever possible.
- Only take vital signs that can be observed from a distance (i.e. skin color, visual breathing check) or those required for victim treatment decisions (i.e. skin temperature on a possible heat stroke victim)

Post-Rescue Procedures

1. Take care to remove and dispose of PPE in a safe manner.
2. Disinfect all surfaces that may have come in contact with the victim or rescuer during treatment (chair, pen, clipboard, etc.).
3. Practice hand hygiene and disinfection if required.
4. Disinfect all rescue equipment used.

Resuscitation (CPR) Guidelines

1. Spectra Venue Management staff to do compression only CPR
2. PPE must be donned prior to resuscitation efforts.
3. The victim's mouth/nose must be covered (Non-surgical mask)

CPR/AED Training

- Compressions and AED would take priority over application of a BVM.
- CPR/AED award must remain current.
- AED is accessible on the Walking Track level of the Encana Events Centre

References

City of Dawson Creek. (2020). *COVID-19 Resources and Support*. Retrieved from City Wide Web: <https://www.dawsoncreek.ca/2020/covid-19-resources-for-dawson-creek-residents/#gsc.tab=0>

BC's Restart Plan:

https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/gdx/bcs_restart_plan_web.pdf

BCRPA Restarting Operations Guidelines:

<https://www.bcrpa.bc.ca/media/242766/bcrpa-restarting-guidelines-final.pdf>

Lifesaving Society BC & Yukon. (2020, 05). *Guidelines for Reopening BC's Pools & Waterfronts*. Burnaby: Lifesaving Society. Retrieved from <http://www.lifesaving.bc.ca>

Northern Health Coronavirus Information:

<https://www.northernhealth.ca/health-topics/coronavirus-information-covid-19/coronavirus-covid-19-resources?keys=covid-19#>

Viasport Return to Sport Guidelines:

<https://www.viasport.ca/sites/default/files/ReturntoSportGuidelines.pdf>

WorkSafe BC. (2020). *COVID-19 Safety Plan*.

<https://www.worksafebc.com/en/resources/health-safety/checklist/covid-19-safety-plan?>