

Sunny Corner Recreation Council COVID-19 OPERATIONAL PLAN

Plan Implementation Date: June 3, 2020

Plan Revision Date: ___ November 17, 2020 _____

Plan has been reviewed to assess any new risks or changes to regulatory guidelines (suggest monthly review):

___Carla O'Toole ___ August 28, 2020___
Name Date

___Carla O'Toole_ ___October 19, 2020 (All changes shall be indicated with a *)
Name Date

___Carla O'Toole _November 17, 2020 (All changes shall be indicated with a **)
Name Date

Sunny Corner Recreation Council Covid-19 Operational Plan For Implementation at the Sunny Corner Arena and Sunny Corner Ballfield

The following measures were issued as a mandatory order by New Brunswick for the State of Emergency related to COVID-19.

- Owners and managers of every workplace must take every reasonable step to ensure minimal interaction of people within two metres of each other, except in compliance with guidelines issued by WorkSafeNB and the Chief Medical Officer of Health.
- Owners and managers of every workplace must take every reasonable step required to prevent persons who exhibit symptoms of COVID-19 from entering the workplace, in accordance with advice issued by the Chief Medical Officer of Health or WorkSafeNB.
- Owners and managers of every workplace must take every reasonable step required to prevent persons from entering workplaces who have travelled outside New Brunswick in the previous 14 days.

***Masks**

Effective October 9, 2020, masks will be mandatory for everyone entering the arena. Masks can be removed while eating/drinking and before participants enter the ice surface.

****Maximum Capacity**

The arena will allow no more than 175 people into the facility in addition to the teams that are playing and bench staff associated with those teams.

This capacity will be monitored by a designated individual for the home team or by the Covid staff employed by the arena.

Physical Distancing

The most effective way to prevent the spread of COVID-19 is to ensure staff and visitors practise physical distancing. This includes the following measures:

- ****At least three feet physical separation everywhere with use of mask.**
- ****Six feet separation in canteen area.**
- Barriers erected for protection between canteen workers and the public.
- ****Capacity restrictions in place to ensure three feet of separation, with use of mask, in the arena. Traffic will be directed in a way that is conducive to the distancing requirement.**
- ****Dressing rooms will have limited capacity based on size. Capacity on signage can be doubled with use of mask.**
- The canteen area, located on the second floor, will have a designated traffic flow and seating will be properly spaced.
- ****Masks are required in all areas of arena, unless consuming food/drink in canteen area. Masks are available to anyone entering the arena.**

Signage

Signage is required to promote proper hygiene and physical distancing. The following signage is to be placed in strategic locations throughout the Sunny Corner Arena and Sunny Corner Ballfield:

- Screening Tool (Annex 1)
- Self-Monitor Poster (Annex 2)
- Hand Washing Poster (Annex 3)
- Hand Sanitizer Poster (Annex 4)
- Protect Yourself and Others from Getting Sick (Annex 5)
- Use of a Community Face Mask (Annex 6)
- Physical distancing posters
- Directional signage
- Capacity limitation signs

Visitors

- Visitors are welcome at the arena. Signage will provide awareness to visitors of their expectations in order to meet the physical distancing requirement.
- Employers are required to take reasonable steps to prevent people with symptoms of COVID-19 or who are required to self-isolate from entering their premises. Visitors must be screened for signs and symptoms of COVID-19 upon entering the building and shall not be allowed further entry if signs and symptoms are present. A screening tool sign is to be placed at all entrances of the Sunny Corner Arena/Ballfield (Annex 1).
- *Everyone entering the arena, regardless of the reason, will be required to provide their name and contact number on the designated sheet. This information will be destroyed after 21 days has expired.
- Visitors must sanitize/wash hands upon entering and leaving the building. Sanitizer will be made available.
- **Food and beverage, purchased at the canteen, need to be consumed in the canteen area unless it is a take-out order.
- **The warming area, located on the second floor will be used only for food consumption during canteen hours. Masks are not mandatory when people are eating therefore 6ft distancing is required. Exceptions can be made for the elderly that cannot withstand the cold IF there is room to distance 6ft.
- *Dressing rooms have maximum capacity signs posted. These relate to a distance of 2 meters. If masks are worn, at all times in the dressing room, occupants can reduce this distance to 1 meter.

Personal Hand Hygiene and Respiratory Etiquette

Practicing good hygiene is an essential part of preventing the spread of COVID-19. To protect themselves and others from getting sick, all staff should take the following precautions:

- Wash or sanitize hands when entering or leaving work premises, before eating or drinking, after touching shared items, and after using the washroom.
- Cough/sneeze into their elbow or tissue and throw away.

- Avoid touching their eyes, nose and mouth with their hands.
- Use alcohol-based hand sanitizer, if soap and water are not readily available.

Daily Cleaning and Disinfection of Frequently Touched Surfaces

Cleaning must be completed two times each day, and more frequently in high traffic areas. The Sunny Corner Arena/Ballfield will have an assigned janitor who is to ensure that cleaning products contain a disinfectant and follow directions carefully. A cleaning schedule form (Annex 7) must be completed after each cleaning is performed. The Arena/Ballfield will have a designated staff member to monitor the inventory of cleaning supplies.

Personal Protective Equipment

In those situations where physical distancing cannot be maintained, the use of non-medical face masks, full face shields, and/or fabric face coverings is required as an additional measure to help prevent transmission of COVID-19 to others, unless there is a medical reason that a staff member is not able to do so. Staff will be instructed on the proper use of any PPE issued to them.

The New Brunswick Chief Medical Officer of Health does not recommend the use of surgical masks or N95 respirators by people who have no symptoms of respiratory infection (unless under isolation precautions as directed by Public Health). It is not necessary to wear an N95 respirator or a surgical mask if you are well and not exhibiting any symptoms. Improperly worn, they may actually increase your risk of infection. Surgical masks and N95 respirators are urgently needed for our health care workers.

Screening for Staff

- All staff must self-monitor for symptoms and report to their supervisor if they have concerns about possible COVID-19 exposure or possible symptoms, using the screening questionnaire below.
- Any staff member developing symptoms of COVID-19 at work must immediately perform hand hygiene, report to their manager, avoid contact with other staff and leave the workplace as soon as it is safe to do so. Please call 811 to arrange testing.
- Symptomatic staff will be required to self-isolate until tested for COVID-19 and the results are confirmed.
- If the test results are negative for COVID-19 but the staff member remains ill and/or symptomatic, they should remain on sick leave.

Screening Questionnaire for COVID-19 for All Staff

YOU SHOULD NOT GO TO WORK IF YOU FEEL SICK

If you have 2 or more of the following symptoms, stay home, self-isolate, and call 811:

- fever or signs of a fever (such as chills)
- new cough or worsening of a chronic cough
- sore throat
- headache
- runny nose
- new onset of fatigue
- new onset of muscle pain
- diarrhea
- loss of taste or smell.

If you answer YES to any of the following, then you must stay home and self-isolate for 14 days. If you develop symptoms, please refer to the self-assessment link on the Government of New Brunswick webpage.

- Have you had close contact within the last 14 days with a confirmed case of COVID-19?
- Have you been diagnosed with COVID-19?
- Have you returned from travel outside of New Brunswick within the last 14 days?
- Have you been told by public health that you may have been exposed to COVID-19?
- Follow public health advice if you are waiting for testing results for COVID-19

Annex 1

ATTENTION

PLEASE DO NOT ENTER THE FACILITY WITHOUT ANSWERING THE FOLLOWING QUESTIONS:

1.

Do you have any of following symptoms: fever/feverish, cough, sore throat, headache, runny nose, a new cough or worsening chronic cough, new onset of fatigue, diarrhea, loss of taste or smell; in children, purple markings on the fingers and toes?

If you answered YES, and have only one symptom, then stay home and do not return until you are fully recovered.

If you answered YES, and have 2 or more of the symptoms, then self-isolate at home, and call 811.

2.

If you answer YES to any of the following below, then you must stay home and self-isolate for 14 days.

- a. Have you had close contact within the last 14 days with a confirmed case of COVID-19?
- b. Have you been diagnosed with COVID-19?
- c. Have you returned from travel outside of New Brunswick within the last 14 days?
- d. Have you been told by public health that you may have been exposed to COVID-19?

Follow public health advice if you are waiting for testing results for COVID-19.

If you develop symptoms, please refer to the self-assessment link on the Government of New Brunswick webpage.

VEUILLEZ NE PAS ENTRER DANS L'ÉTABLISSEMENT SANS D'ABORD RÉPONDRE AUX QUESTIONS CI-DESSOUS :

1.

Présentez-vous l'un des symptômes suivants : fièvre ou sentiment de fièvre, toux, mal de gorge, mal de tête, écoulement nasal, nouvelle toux ou toux chronique qui s'aggrave, fatigue nouvellement apparue, nouvelles douleurs musculaires, diarrhée, perte du goût ou de l'odorat; chez les enfants, taches mauves sur les doigts ou les orteils?

Si vous avez répondu OUI et que vous n'avez qu'un seul symptôme, vous devez rester chez vous et ne revenir que lorsque vous serez complètement rétabli.

Si vous avez répondu OUI et que vous présentez au moins deux de ces symptômes, isolez-vous à la maison et appelez le 811.

2.

Si vous avez répondu OUI à l'une des questions suivantes, vous devez rester chez vous et vous isoler pendant 14 jours.

- a. Avez-vous eu des contacts étroits avec un cas confirmé de COVID-19 dans les derniers 14 jours?
- b. Avez-vous reçu un diagnostic de la COVID-19?
- c. Êtes-vous revenu d'un voyage à l'extérieur du Nouveau-Brunswick dans les 14 derniers jours?
- d. Le personnel de Santé publique vous a-t-il informé que vous avez peut-être été exposé à la COVID-19?

Si vous attendez des résultats d'un test de dépistage de la COVID-19, suivez les recommandations de la Santé publique.

Si vous présentez des symptômes, veuillez vous reporter au lien d'auto-évaluation sur la page Web du gouvernement du Nouveau-Brunswick.

For the latest information visit:
www.gnb.ca/coronavirus



Pour obtenir des renseignements à jour :
www.gnb.ca/coronavirus

Annex 2



How to Self-Monitor

You have been asked to monitor yourself for symptoms because you may have been exposed to COVID-19. The following measures will help prevent the spread of disease to others in your home and your community. Wear a community face mask in public when physical distancing is challenging.

For the next **14 days**, Public Health asks that you:

Monitor your health for the following symptoms:



Fever above
38 degrees
Celsius



A new cough,
or worsening
chronic cough



Difficulty
breathing



Runny
nose



Sore throat



Headache



A new onset
of fatigue



A new onset of
muscle pain



Diarrhea



Loss of
sense of
taste



Loss of
sense
of smell



In children, purple
markings on the
fingers and toes

Keep your hands clean

Wash your hands often with soap and water for at least 20 seconds (as long as it takes to sing the birthday song twice). Dry with disposable paper towels or dry reusable towel, replacing it when it becomes wet. If soap and water are not available, use an alcohol-based hand sanitizer.

When to wash your hands:

- Before and after preparing food;
- Before and after eating;
- After using the toilet;
- After you cough or sneeze;
- Before and after using a surgical/procedure mask;
- After disposing of waste or handling contaminated laundry;
- Whenever hands look dirty.





For the latest information visit: www.gnb.ca/coronavirus

Annex 3



REDUCE THE SPREAD OF COVID-19. WASH YOUR HANDS.

 <p>1 Wet hands with warm water</p>	 <p>2 Apply soap</p>	 <p>3 For at least 20 seconds, make sure to wash:</p>	 <p>4 Rinse well</p>	 <p>5 Dry hands well with paper towel</p>	 <p>6 Turn off tap using paper towel</p>
 <p>palm and back of each hand</p>	 <p>between fingers</p>	 <p>under nails</p>	 <p>thumbs</p>		

📞 1-833-784-4397

@ [canada.ca/coronavirus](https://twitter.com/canada.ca/coronavirus)

Annex 4

USE HAND SANITIZER

**PROTECT YOURSELF AND
OTHERS FROM GETTING SICK**

**When soap and water are not
available, do the following:**

1

**Dispense gel into hands.
*Verser du désinfectant
dans la main.***



2

**Rub together.
*Frotter les mains
ensemble.***



3

**Rub hands until dry.
*Frotter les mains jusqu'à
ce qu'elles soient sèches.***



UTILISEZ UN DÉSINFECTANT POUR LES MAINS

**MESURES À PRENDRE POUR ÉVITER
D'ÊTRE MALADE ET QUE D'AUTRES
PERSONNES SOIENT MALADES**

**Lorsque vous n'avez pas accès à du
savon et de l'eau, faites comme suit :**

For the latest information visit:
Pour obtenir des renseignements à jour :

www.gnb.ca/coronavirus

New Brunswick
Nouveau Brunswick

Annex 5

Coronavirus (COVID-19)

PUBLIC HEALTH ADVICE



PROTECT YOURSELF AND OTHERS FROM GETTING SICK:



Wash your hands often with soap or hand sanitizer



Elbow cough/sneeze



Avoid touching eyes, nose, mouth with hands



Cleaning surfaces properly



Wearing a community face mask is required in public when physical distancing can't be maintained



Stay home if you are sick



Avoid contact with sick person



Physical Distancing

NEW SYMPTOMS INCLUDE:



Fever above 38 degrees Celsius



A new cough, or worsening chronic cough



Difficulty breathing



Runny nose



Sore throat



Headache



A new onset of fatigue



A new onset of muscle pain



Diarrhea



Loss of sense of taste



Loss of sense of smell



In children, purple markings on the fingers and toes

May 8th, 2020

FEELING SICK OR HAVE CONCERNS?

CALL **TELE-CARE 811** BEFORE YOU PRESENT AT YOUR HEALTHCARE PROVIDER'S OFFICE OR THE EMERGENCY ROOM

For the latest information visit: www.gnb.ca/coronavirus



Annex 6

USE OF A **COMMUNITY FACE MASK** TO HELP REDUCE THE SPREAD OF COVID-19



To help combat the community spread of COVID-19, **WEARING A COMMUNITY FACE MASK IS REQUIRED** in public when physical distancing can't be maintained. This measure is to protect people around the person wearing the face mask, in case they are infected but do not have symptoms.

Community face masks are not a substitute for proper hand hygiene or physical distancing. Continue to wash your hands frequently and stay at least 2 metres (6 feet) away from people, except those in your household.

HOW TO PUT ON YOUR MASK

It is important to understand that community masks have limitations and need to be used safely.

1



Ensure the face covering is clean and dry.

2



Before putting on your mask, wash your hands with soap and water for at least 20 seconds or use alcohol-based hand sanitizer.

3



Ensure your hair is away from your face. Secure the elastic loops of the mask around your ears. If your mask has strings, tie them securely, ensuring your mask fits snug on your face.

4



Cover your mouth and nose with the mask and make sure there are no gaps between your face and the mask.

5



Do not touch the front of the mask while you wear it. Wash your hands with soap and water for at least 20 seconds or use alcohol-based hand sanitizer if you accidentally touch your mask.

For the latest information visit:
GNB.CA/CORONAVIRUS
May 8, 2020

New Brunswick
Nouveau Brunswick

Annex 7

Cleaning and Disinfection for COVID-19



Increasing the frequency of cleaning and disinfecting high-touch surfaces is significant in controlling the spread of viruses, and other microorganisms. All surfaces, especially those general surfaces that are frequently touched, such as door knobs, handrails, etc., should be cleaned at least twice daily and when soiled.

When choosing an environmental cleaning product, it is important to follow product instructions for dilution, contact time and safe use, and to ensure that the product is:

- Registered in Canada with a Drug Identification Number (DIN)
- Labelled as a broad-spectrum virucide

All soiled surfaces should be cleaned before disinfecting, unless otherwise stated on the product.

The following hard-surface disinfectant products meet Health Canada's requirements for emerging viral pathogens. These authorized disinfectants may be used against SARS-CoV-2, the coronavirus that causes COVID-19. <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>


If using household bleach, the following is recommended:

Disinfectant	Concentration and Instructions
Chlorine: household bleach – sodium hypochlorite (5.25%)	1000 ppm <ul style="list-style-type: none"> • 1 teaspoon (5 ml) bleach to 1 cup (250 ml) water or • 4 teaspoons (20 ml) bleach to 1 litre (1000 ml) water • Allow surface to air dry naturally

Precautions when using bleach

- Always follow safety precautions and the manufacturer's directions when working with concentrated solutions of bleach. To avoid injury, use appropriate personal protective equipment during handling (read the label and refer to the material safety data sheet).
- Chlorine bleach solution might damage some surfaces (e.g., metals, some plastics).
- Never mix ammonia products with bleach or bleach-containing products. This practice produces chlorine gas - a very toxic gas that can cause severe breathing problems, choking and potentially death.
- Clean the surface before using the chlorine bleach solution.
- A bottle of bleach has a shelf life, so check the bottle for an expiry date.
- Do not pre-mix the water and bleach solution, as it loses potency over time. Make a fresh solution every day.
- When mixing a chlorine bleach solution, it is important to pour the chlorine into the water and not the reverse.
- Try not to breathe in product fumes. If using products indoors, open windows and doors to allow fresh air to enter.

Annex 8

Department of Public Safety – Health Protection Services				
COVID-19 Assessment Form				
Name of Premises:		Date/Time:		
Address:		License # (if applicable):		
Operator:		Contact #:		
		Compliance		
Public Health Requirements (applies to EVERY workplace):		Yes	No	N/A
Owners and managers of all workplaces must take every reasonable step to ensure minimal interaction of people within 2 metres of each other and must comply with all advice to minimize risk issued by the Chief Medical Officer of Health.				
Owners and managers of all workplaces must take every reasonable step required to prevent persons who exhibit symptoms of COVID-19 from entering the workplace, in accordance with advice issued by the Chief Medical Officer of Health or WorkSafeNB.				
Owners and managers of all workplaces must take every reasonable step required to prevent persons from entering workplaces who have travelled outside New Brunswick in the previous 14 days.				
All employers must develop a written COVID-19 Operational Plan which will need to be made available during inspections or if a complaint is made and an investigation follows by one of the regulatory bodies.				
Risk Assessment	Complete a risk assessment to determine the engineering, administrative controls and/or PPE controls necessary to mitigate the risk of COVID-19 exposure.			
Physical Distancing	Implemented a two-metre physical distance protocol (Consider both employees and visitors/customers; Arrange furniture to promote the two-metre rule; Provide visual cues (i.e. ensure two-metre markings on floor, directional movement for customers, no-stopping areas in narrow hallways, etc.); Installation of physical barriers such as partitions or Plexiglass)			
	Established a protocol to ensure that people do not congregate in groups (e.g. stagger start and break times, limit access to common areas, etc.)			
	Evaluated options to reduce staff onsite such as changing shift times and implementing flexible work hours			
	Evaluated the risk of employees coming closer than two metres in all parts of the facility. Stairwells, entry and exit points, narrow hallways can present a challenge. Consider implementing one-way traffic zones where possible (i.e. one stairwell for walking up, a different one for walking down)			
Hand and Respiratory Hygiene	Promote frequent hand-washing.			
	Hand washing stations must be readily available and equipped with hot/cold water and adequate dispensed soap (liquid or powder) and paper towel.			
	Have a minimum 60% alcohol-based hand sanitizer readily available.			
	Communicate frequently about good respiratory hygiene/cough etiquette.			
Screening and Monitoring	Evaluate the workplace for shared objects and common areas, and increase frequency of cleaning of touched surfaces/objects (minimum twice daily)			
	Employers must implement a passive or active screening process which is dependent on if the workplace can or cannot maintain 2 metre physical distance and if physical barriers are not possible. <input type="checkbox"/> Passive screening is generally in the form of signage, asking workers and visitors to screen themselves. <input type="checkbox"/> Active screening occurs when an employer actively seeks information to determine the health status of people entering the workplace. Active screening: <ul style="list-style-type: none"> Needs to be conducted by a designated individual. Requires conducting temperature checks of all persons, provided a non-contact thermometer (i.e. infrared) or other acceptable device, is available. Must be conducted at the start of each shift and repeated at least once every five hours. 			
	Prepare for the possibility that an employee tests positive for COVID-19 and may have been in the workplace. Informed employees of the procedures to be followed			
Receiving payment for goods and services	Use electronic payment devices (if possible). It is encouraged to use the tap option or clean and disinfect devices after each use.			
	If premises must handle money, ensure regular hand-washing and have minimum 60% alcohol-based hand sanitizer readily available.			
Cleaning and Disinfection	Ensure the availability of all necessary supplies for cleaning and disinfecting.			
	Washrooms must be equipped with hot and cold running water under pressure, liquid soap, paper towel, toilet paper and garbage containers. Hand washing posters must be posted. If multiple stalls and sinks are provided in washrooms, consider the need to limit access through maximum numbers allowed in the space at one time.			