

HAIDA GWAII REGIONAL RECREATION COMMISSION
COVID-19 Safety Plan – HGRRC Indoor Recreation Classes
As of: April 13, 2021

BACKGROUND: Haida Gwaii Regional Recreation Commission (HGRRC) recognizes recreation and leisure programs are invaluable in for community health and wellness. This year in light of COVID-19, we're prioritizing the safety of our program attendees, their families and our staff/volunteers. In addition to creating an exciting and engaging experience for participants, we've enacted policies and procedures to reasonably mitigate exposures of attendees, their families, and staff/volunteers to COVID-19. By order of the Provincial Health Office, we have developed this COVID-19 Safety Plan for our operations.

SCOPE: This plan applies to HGRRC's Indoor Group Recreation Classes in the host communities of Village of Masset and Village of Queen Charlotte. Instructors, volunteers and participants will apply this plan and protocols for the duration of the program. HGRRC is a renter/facility user; therefore, "staff" refers to program staff, such as instructors, volunteers, contractors, etc.

This plan developed with guidance from:

- BCRPA Activity User Group COVID-19 Safety Plan Checklist;
- [ViaSport BC Return to Sport Guidelines for B.C.:](#)
- [ISPARC BC Return to Activity Guidelines;](#)
- [BCRPA Guideline for Restarting Recreation;](#)
- Haida Gwaii Local State of Emergency;
- Province of BC: [New Province-Wide Restrictions;](#)
- [BC Golf COVID-19 Information;](#)
- BCCDC, [Public Health Guidelines for Group Low-Intensity Exercise;](#)
- [WorksafeBC Sport and Recreation: Protocols for Returning to Operation.](#)

We are an affiliate member of BCRPA and our Recreation Commission is of North Coast Regional District. We have involved instructors/volunteers in the assembly of this Safety Plan. Together, we've identified job tasks and processes that require modification to protect health & safety of staff and participants. After reviewing industry-specific protocols, policies from the North Coast Regional District, orders and guidelines from local, regional, and Provincial leadership, we have selected and implemented protocols to minimize the risk of transmission. Staff has received training and will review/adapt this plan as required. The plan will be posted on-site and available on our website at www.hgrec.com/covid-19/.

If you have questions or comments regarding this COVID-19 Safety Plan, please call or e-mail the Recreation Coordinator, responsible for compliance, at the details below. Our office is open by appointment only at this time.

ORGANIZATION

DETAILS

Haida Gwaii Regional
Recreation Commission
2151 Tahayghen Drive
PO Box 187
Masset, B.C. V0T 1M0

PRIMARY CONTACT

Recreation Coordinator
coordinator@hgrec.com
Ph: 250-626-5652

PROGRAM DETAILS

Group Fitness

Strength & Step

No. of Staff: 1
Occupancy¹: 15
Age(s): 18+
Venue: Queen Charlotte
Community Hall
Community: Village of
Queen Charlotte
Temporarily Suspended

Fun Sweat

No. of Staff: 1
Occupancy: 15
Age(s): 18+
Venue: Queen Charlotte
Community Hall
Community: Village of
Queen Charlotte
Temporarily Suspended

Fitness with Intervals

No. of Staff: 1
Occupancy: 12
Age(s): 18+
Venue: Howard Philips
Community Hall
Community: Village of
Masset
Temporarily Suspended

Alternative Fitness

No. of Staff: 1
Age(s): 55+
Venue: Howard Philips
Community Hall
Community: Village of
Masset
Outdoor, 10 Person Max.

Yoga

Yoga in Iyengar Tradition

No. of Staff: 1
Occupancy: 15
Age(s): 18+

Venue: Howard Philips
Community Hall
Community: Village of
Masset

Temporarily Suspended

Yoga (Hatha, Seniors)

No. of Staff: 2
Occupancy: 15
Age(s): 18+
Venue: Howard Philips
Community Hall & QC
Community Hall
Community: Village of
Masset, Village of Queen
Charlotte
Temporarily Suspended

Dance

Contemporary Dance

No. of Staff: 1
Occupancy: 12
Age(s): 10 & 12 Years
Venue: Howard Philips
Community Hall
Community: Village of
Masset

Contemporary Dance

No. of Staff: 1
Occupancy: 12
Age(s): 8 & 9 Years
Venue: Howard Philips
Community Hall
Community: Village of
Masset

Creative Dance

No. of Staff: 1
Occupancy: 12
Age(s): 5 to 7 Years
Venue: Howard Philips
Community Hall
Community: Village of
Masset

Creative Movement

No. of Staff: 1

Occupancy: 12
Age(s): 0 – 4 Years +
Parents/Guardians
Venue: Howard Philips
Community Hall
Community: Village of
Masset

Boxing

Mixed Adult Boxing

No. of Staff: 1
Occupancy: 15
Age(s): 18+ years
Parent(s)/Guardian(s)
Venue: Howard Philips
Community Hall
Community: Village of
Masset
Temporarily Suspended

Youth Boxing

No. of Staff: 1
Occupancy: 15
Age(s): 5 – 16 years
Venue: Howard Philips
Community Hall
Community: Village of
Masset
Temporarily Suspended

Other

Indoor Walking Group

No. of Staff: 1
Age(s): All Ages
Venue: Sandspit Community
Hall
Community: Sandspit
Temporarily Suspended

Bumper Golf

No. of Staff: User Run
Age(s): All Ages
Venue: Port Clements
Community Park
Community: Port Clements
Outdoor, 10 Person Max.

¹ Occupancy includes instructor

SUMMARY OF EDITS & ADDITIONS

April 13, 2021 – Version 5 Edits

- Adjust to current [public health orders](#) – temporary suspension of low-intensity indoor group fitness. Youth extracurriculars and outdoor permitted (10 or less, including instructor).
- Bumper Golf course in Port Clements included in safety plan.
- Under *Fourth Level of Protection*, clarity is provided for mask wearing by instructors. For camps and programs indoors, masking is required by staff/instructors at this time. It's also required when distancing cannot be maintained outdoors. Still recommended but not required for youth 2 to 12 years. HGRRC will provide both children & adult sized masks at our programs.
- Clarification: The [occupancy limit](#) specific to each activity will be posted on the entrances to our programs. Please see Program Details on p.2 for current program-specific occupancy limits. For parents/guardians, the occupancy limit of 1 means only 1 parent/guardian allowed to aid in volunteer supervision².
- Included outdoor program guidelines: Outdoor gatherings are now also permitted with up to 10 people gathering outdoors in a public space. In relation to HGRRC programs, registered low-intensity group fitness programs *may* occur outdoors with 10 (instructor + max. 9 attendees). The key is to stick to big spaces & same faces. For outdoor programs, social distancing rules still apply, as well as masking when distancing cannot be maintained.
- Updated hyperlinks.

January 14, 2021 – Version 4 Edits

- Adjust all programs and activities to low intensity³ as required by evolving public health orders issued by the Province. Details included in each program summary. For indoor group fitness, includes microphone use so that instructors are not required to raise their voices beyond a normal speaking volume.
- Included BCCDC's statement on indoor exercise as a high-risk activity for virus transmission when community levels of COVID-19 are high
- Under *First Level of Protection*, included that signage is posted in each room so instructors and participants are aware and ensure capacity is not exceeded (Administrative Measure). We prohibit the use of indoor fans at this time & do encourage ventilation as much as possible (prop open doors, open windows). Each 1hr class has minimum 2 hours of booking (ample time to set-up, take-down, sanitize, and includes at least 5 minutes after the class to reduce bottlenecking. Designate exit/entry as permitted to reduce mingling between groups.
- No changerooms available and participants will be made aware that they should arrive in exercise attire.
- We ask participants to bring their own mats and other equipment as required (e.g. yoga blocks).
- Under *Occupancy Limit*, in accordance with public health orders requiring 7m² (2.5m x 2.5m plus safety allowance of 20%). No program is over 25 (including patrons and staff), in accordance with current public health orders.
- Under venue safety plans, we list that we will have no more than 25 in venue (regardless of calculations mentioned above) and list examples of permitted low-intensity and prohibited high-intensity activities listed by the BCCDC

² Volunteer supervision is designated by the Recreation Coordinator. Volunteers require a criminal record check and to complete volunteer waiver forms. Only 1 parent/guardian volunteer per program.

³ *Low-intensity exercise*: any exercise that does not result in significantly increased respiration rates.

- Under *pick-up and drop-off* included Public Health Measures (case finding and contact tracing) details. The Coordinator will have access to all registration details (staff and participants) required for contact tracing at all times. Additionally, the instructors must manage daily attendance and incident reporting. Documentation available for up to 30 days/4 weeks.
- Participants will be asked to arrive at designated check-in/out locations with signage no more than 15 minutes prior to the start of the program and must practice physical distancing.
- Under *Masking*, instructors must wear masks at all times unless they are exercising or in the 2.5m x 2.5, “instructor area”.
- Under *Administrative Controls*, we have changed our cancellation policy to allow for cancellations with no penalty if exhibiting COVID-19 symptoms and there will be at least 10 minutes between classes where no patrons are in the space. All group fitness instructors will use mics to ensure they do not raise their voices beyond a normal speaking volume.
- Included a Daily Worker Health Check for instructors and a Program Checklist for reference, at end of document.

November 30, 2020 – Version 4 Edits

- Preliminary review by Dianna Vuu, Environmental Health Officer, Northern Health Authority on November 25, 2020.
- Summaries of programs include total occupancy for each program – p. 2
- For clarity, program descriptions and status of each program included in each program-specific procedural document (starts at page 28)
- Masking details removed from the Elimination section and referenced under Personal Protective Equipment.
- Edits to Fourth Level of Protection: However, during masking public health orders, we will adjust in accordance and provide masks for participants and instructors, required to be worn *as much as possible*. This includes encouraging and enforcing mask use prior to start of activity and during washroom breaks as per public health orders for masking in indoor spaces.
 - o HGRRC will provide gloves & surgical masks to employees for emergencies (i.e. first aid) and cleaning duties. Masks (surgical) and gloves will be stored in plastic bags for easy retrieval.
 - o Given current public health orders, we will continue to ensure that all participants wear face masks in the facility upon entry, in common areas, and where social distances cannot be maintained as per the provincial restrictions. Face mask during physical activity is NOT required. HGRRC will provide masks to participants should they forget to bring their own.
 - o At this time, while not mandatory, children 2 to 12 years of age should still be encouraged to wear a face mask.
 - o We will include mandatory mask signage in relevant areas, in agreement with host venues.
- Given that we are in community halls at 50% their maximum occupancy, we have decided to keep our programs to 15 (+1 parent/guardian as required) small to optimize physical distancing and for participants peace of mind.

November 23, 2020 – Version 3 Edits

- HGRRC will provide masks to participants should they forget to bring their own.
- However, during masking public health orders, we will adjust in accordance and provide masks for participants and instructors, required to be worn *as much as possible*

This safety plan follows the steps and structure outlined in the BC Recreation & Parks Association (BCRPA) Activity User Group COVID-19 Safety Plan Checklist, adapted from the WorkSafe BC comprehensive tool and PHO recommendations.

It includes 8 steps to creating a comprehensive plan:

- **Step 1:** Review the Facility COVID-19 Safety Plan (Municipal or otherwise);
- **Step 2:** Assess the risks at your activity;
- **Step 3:** Implement protocols to reduce the risks;
- **Step 4:** Develop policies;
- **Step 5:** Develop communication plan;
- **Step 6:** Monitor and update your plan as necessary;
- **Step 7:** Assess and address risks from resuming operations;
- **Step 8:** Provide your host with your COVID-19 Safety Plan (e.g. municipality).

From the BCCDC: our understanding of COVID-19 and pandemic response has evolved, we know that when community levels of COVID-19 are high, indoor exercise is identified as higher risk activity for virus transmission, especially in communal settings with reduced ventilation (e.g. hot yoga) and during participation in high intensity activities (e.g. spin classes) or other physical activities where physical distancing cannot be maintained.

- ☒ We understand that transmission risk is currently high in the province, despite no known cases of COVID-19 on Haida Gwaii. We will ensure our programming is as low risk as possible and in our activities continue in accordance with evolving public health orders.

STEP 1: Review the Facility COVID-19 Safety Plan

- ☒ We have received and reviewed the COVID-19 Safety Plan specific to the facility/space we are requesting to use and aligned our plan with it.
- ☒ We confirm that our group will NOT exceed 50 individuals⁴.

From , [New Province-Wide Restrictions](#), businesses, recreation centres or other organizations that organize or operate high intensity⁵ indoor group physical activities must suspend high-intensity activities, including (but not limited to):

- Aerobics
- Barre (high-intensity/cardio classes)
- Bootcamp
- Bodybuilding/heavy weightlifting
- Circuit Training
- CrossFit (high intensity activities/classes)
- Dance Classes
- Dance Fitness (Zumba & similar)
- Dance Classes
- Exercise machines/cardio equipment (high intensity)
- High-intensity interval training (HIIT)

⁴ In accordance with current public health orders, no more than 25 in a group fitness class.

⁵ *High-intensity exercise*: any exercise that results in significantly increased respiration rates.

- Kickboxing (Tai Bo and similar)
- Spin
- Yoga (power, hot)

Low-intensity examples (**suspended until April 20, 2020**) include, but are not limited to:

- Barre (low intensity classes)
- Exercise machines/cardio equipment (low intensity)
- Light weightlifting
- Pilates (lower intensity classes)
- Stretching
- Tai-Chi
- Yoga (Hatha)

Gyms, studios and fitness centres should use best judgement in identifying what category their group exercise classes fall into based on examples.

Outdoor gatherings are now also permitted with up to 10 people gathering outdoors in a public space. In relation to HGRRC programs, registered low-intensity group fitness programs *may* occur outdoors with 10 (instructor + max. 9 attendees). The key is to stick to big spaces & same faces. For outdoor programs, social distancing rules still apply, as well as masking when distancing cannot be maintained.

Our outdoor programming (max. 10) at this time includes:

- Alternative Fitness
- Bumper Golf

STEP 2: Assess the risks at your activity

- ☒ We have identified areas where people gather.
- ☒ We have identified situations & processes where individuals are close to one another or members of the public.
- ☒ We have identified the equipment and/or objects that may be shared by individuals.
- ☒ We have identified surfaces that people touch often.

COMMON AREAS: The common areas where people gather for our program are listed below. General cleaning and disinfection of the indoor facility will occur at least once a day in accordance with [BCCDC's Cleaning & Disinfectants for Public Settings](#). Garbage removal will occur daily.

- Main hall
- Kitchen
- Washrooms
- Entryway
- Hallways

ATTENDEE INTERACTION: We've identified situations where participants may be close and/or unable to physically distance. It should be noted that measures such as reducing the number of attendees can be equally as important as limiting physical interaction. Alternatively, interaction is important for child development and physical distancing may not always be possible, nor warranted. Striking a balance in education surround distancing while maintaining some level of shared interaction is priority, which bears a risk that attendees must be aware of and agree to.

- During certain planned activities
- In emergency situations
- Hallways or entryways

PUBLIC INTERACTION: We've identified situations where individuals may be close to members of the public. The majority of situations are outside, with potential for both on-site and off-site interaction.

- Shared outdoor facilities (e.g. fields) on-site
- Entryway during pick-up or drop-off

SHARED EQUIPMENT: The equipment and/or objects than can be shared by attendees must be easy to clean. Equipment and/or objects that are not so easily cleaned (e.g. fabrics) and non-essential personal items will not be permitted for use. If an item comes into contact with bodily fluids (e.g. saliva) it will be cleaned immediately.

- Sporting equipment with surfaces that can be disinfected (e.g. soccer balls)
- Yoga mats (cleaned and disinfected between use)
- Jump ropes (cleaned and disinfected between use)
- Outdoor equipment (e.g. playground equipment)

For our fitness programs, we have 1 of each item (e.g. jump rope) for each participant. We provide alcohol wipes/Lysol spray to instructors for cleaning and sanitization between use. We ask participants to bring their own mats and other equipment as required (e.g. yoga blocks). Instructors educate them on the importance of cleaning/storing items when transporting home (e.g. sanitize before transporting or put in plastic garbage bag until next session for 1X/week programs to aid in sanitization).

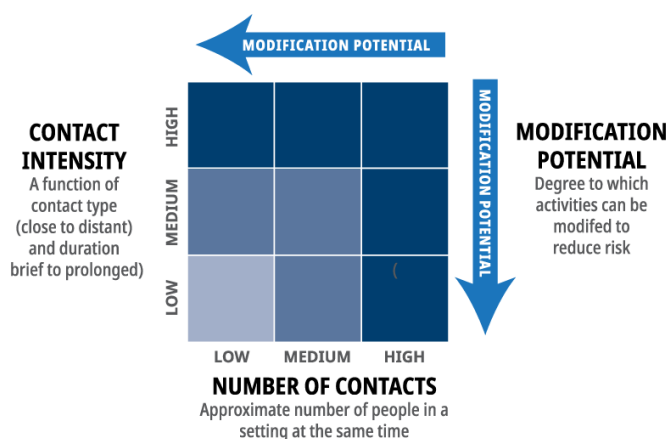
FREQUENTLY TOUCHED SURFACES: Our [WHMIS-trained](#) staff will be tasked with regular cleaning of frequently touched surfaces identified within the facility. This will occur at least twice per day in accordance with [BCCDC's Cleaning & Disinfectants for Public Settings](#). These surfaces include:

- Main Entrance: door handles, push plates/buttons
- Interior doors: door handles, push plates/buttons
- Entryway: light switches
- Hallway or stairwell: light switches, door handles, handrails, guardrails, appliances
- Kitchen: light switches, door handles, countertops, cabinet handles, lid handles (garbage), faucet
- Washroom: light switches, door handles, faucets, soap dispensers, toilet and urinal flush buttons/handles, toilet stall doors (locking mechanism, pulls, surrounding areas)
- Main Hall: light switches, handles, handrails, chairs (top back & armrest), tabletops
- Electronics: personal devices (e.g. phones, tablets)

Step 3: Implement protocols to reduce the risks

COVID-19 primarily spreads via droplet transmission⁶. When a person coughs or sneezes, or touches a contaminated surface before touching the face, they risk spreading or acquiring the virus. To reduce risk, WorkSafeBC requires employers to enact protocols to mitigate person-to-person transmission and surface transmission. As we enter phase 2 in British Columbia, we know that physical distancing and effective cleaning and hygiene practices can successfully mitigate these risks (Figure 1).

Figure 1. Reducing Transmission from BC's Restart Plan.



personal protective equipment (PPE) when distancing of 2m cannot be achieved (using non-medical masks). As an employer, we must also consider additional protocols for employees at higher risk for serious illness from COVID-19, including older people (over the age of 60 years) and those with chronic health conditions.

Each protocol implemented provides different protection. The highest level of protection is elimination, followed by engineering controls, administrative controls, and lastly, PPE (Figure 2).

The risk to participants and staff entering program facilities is dependent on two variables:

- Number of contacts
- Contact Intensity⁷

The modification potential, or degree to which activities can be modified to reduce risk, requires we adjust these two variables using evidence-based protocols such as physical distancing (work from home, limits), engineering controls (i.e. physical barriers or increased ventilation), administrative controls (rules and guidelines), and

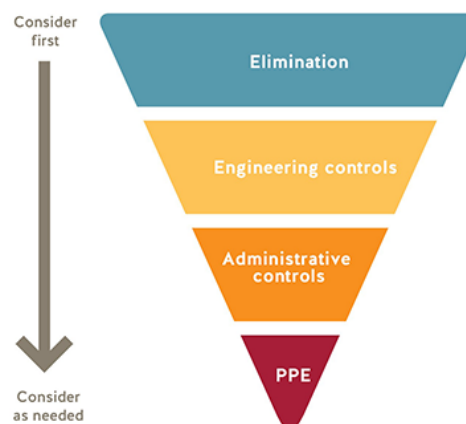


Figure 2. Levels of Protection from WorkSafe BC's Offices: Protocols

⁶ Droplet transmission - Some diseases can be transferred by infected droplets contacting surfaces of the eye, nose, or mouth. For example, large droplets that may be visible to the naked eye are generated when a person sneezes or coughs. These droplets typically spread only one to two metres and quickly fall to the ground. Influenza and SARS are two examples of diseases capable of being transmitted from droplet contact. **Currently, health experts believe that coronavirus can also be transmitted in this way.** – [BC Centre for Disease Control](#)

⁷ Defined by the *type of contact* (close/distant) and the *duration* (brief/prolonged), rated as low/medium/high

First Level of Protection: Elimination

- ☒ We have established maximum participant numbers for our program that meets facility requirements and does not exceed the PHO mass gathering limit of 50.
- ☒ We have implemented measures to keep participants and others at least 2 metres apart, wherever possible.
- ☒ We have communicated to our participants the *occupancy limits* for common areas we are using such as lobbies, meeting rooms, change rooms, washrooms. Signage is posted in each room, so instructors and participants are aware and ensure capacity is not exceeded.

To achieve the first level of protection, we are:

- Limiting the number of staff and participants at our programs set in large spaces (max. 15 including instructor in Community Halls, may include 1 parent/guardian);
- Prohibit the use of indoor fans at this time & do encourage ventilation as much as possible (prop open doors, open windows);
- Each 1hr class has minimum 2 hours of booking (ample time to set-up, take-down, sanitize, and includes at least 5 minutes after the class to reduce bottlenecks)
- Designate exit/entry as permitted to reduce mingling between groups
- Planning activities that can promote physical distancing

VISITORS & SPECTATORS

This year we are restricting non-essential visitors and volunteers to our programs, as well as spectators, with signage posted on entrances. For youth programming where parents/guardians are not permitted, we are allowing for one (1) parent/guardian on-site to aid their child/ren or when staff requires support and only if physical distancing can be maintained from other attendees. This is in an effort to minimize risk to attendees, while still providing high-quality programming, supporting our instructors, and considering the instances where first aid involvement may be required. If a first aid attendant enters the facility, this must also be documented. Anyone who arrives on-site at the program that is non-essential and not registered will not be permitted entry.

OCCUPANCY LIMIT

Occupancy limits are designated in venue-specific safety plan; however, the max. allowable varies based on the nature of the sport, recreation or training activity (e.g. active vs. static). Given that we are in community halls at 50% their maximum occupancy, we have decided to keep our programs to 15 (+1 parent/guardian as required) small to optimize physical distancing and for participants peace of mind. This is in accordance with public health orders requiring 7m² (2.5m x 2.5m plus safety allowance of 20%). No program is over 25 (including patrons and staff) in accordance with current public health orders.

We have a maximum occupancy limit 16 in our indoor fitness programs at one given time.

	Staff	Attendees	Parents/Guardians	Other
Max. Allowable	1	14	1	*

The [occupancy limit](#) specific to each activity will be posted on the entrances to our programs. Please see Program Details on p.2 for current program-specific occupancy limits. For parents/guardians, the occupancy limit of 1 means only 1 parent/guardian allowed to aid in volunteer supervision⁸.

PICK-UP & DROP-OFF

Procedure:

- Participants will be asked to arrive at designated check-in/out locations with signage no more than 15 minutes prior to the start of the program and must practice physical distancing;
- Drop off and pickup will occur outside the venue;
- For youth programming, the instructor will direct children to the designated physical distanced activity areas marked with clear, youth-friendly signage and ensure supervision;
- Attendees will complete a daily verbal health screening, and the instructor will document responses and retain for records;
- Attendees will be asked to wash their hands with soap and water upon entry. In the case that there is no handwashing facility near the entrance, they will be asked to use hand sanitizer and guided further by the instructor to the hand-washing station;
- Greetings such as hugs or handshakes will be discouraged.

During drop-off/entry, participants must:

1. Active Sign in/out with the instructor; or,
2. Active verbal pre-screening (confirm no illness, no travel⁹ in the last 14 days) for their child/ren

During pick-up/exit:

1. Participants and instructors must wash their hands with soap and water before leaving the facility;
2. Those picking up participants must remain distanced outside the facility far from the entrance (e.g. in their cars)

Staff must keep daily records of anyone (e.g. participants, staff) entering the program setting (attendance). Records must be kept up-to-date and available to facilitate contact tracing in the event of a confirmed case of COVID-19. In addition to attendance, the Coordinator will have a master list of registrants and instructors readily available. Attendance is to be submitted at the end of program to the Supervisor through personalized DropBox links or e-mail, in this case the Recreation Coordinator and will likely include:

- Participants Name;
- Phone Number;
- E-mail Address;
- Attendance;
- Completed screening questionnaire;
- Incident Reports (as required);
- Records of staff, volunteers, essential services interacting with participants.

This log must be maintained for a minimum of four (4) weeks or 30 days after the completion of the program.

⁸ Volunteer supervision is designated by the Recreation Coordinator. Volunteers require a criminal record check and to complete volunteer waiver forms. Only 1 parent/guardian volunteer per program.

⁹ Travel restrictions as outlined by public health orders and guidelines from Haida Gwaii's Local State of Emergency

COMMON AREAS

- We will only allow 1 person in the washroom or storage facilities at a time.
- No changerooms available and participants will be made aware that they should arrive in exercise attire.
- No one but instructors are permitted in kitchen facilities at any time, unless otherwise closed. Food and retail requirements fall under separate [guidelines](#) from BCCDC.
- Signage discouraging entry from non-essential visitors will be at every entrance.
- Program participants and staff will be permitted to use the main hall and outdoor facilities (when they're able to distance from members of the public). This includes use of shared equipment (e.g. playgrounds, fields, beaches). In lieu of entry-way signage, signage discouraging visitor interactions will still be posted and visible.

END OF DAY

Following program completion and leaving the venues, instructors must:

1. Clean and disinfect high-touch surfaces and equipment using cleaning products provided by the venue¹⁰ and HGRRC (e.g. 80% Alcohol Wipes, Lysol Spray), applied in accordance with instructions;
2. Confirm inventory;
3. Clean and disinfect the facilities (including chairs & floors);
4. Dispose of garbage;
5. Sign-out in the venue logbook (date & time) and filling out cleaning checklist confirming the duties completed/incomplete;
6. Record any incidents that may have occurred and send to Supervisor;
7. Send records to Supervisor (e.g. attendance).

No HGRRC materials or equipment should leave the facility at the end of day, unless locked storage is not available. Under these circumstances, all equipment must be cleaned, disinfected and properly stored (e.g. tote) before transport. For individuals who bring their own mats to the program, they will be provided with alcohol wipes and bag (Ziploc/garbage bag) to place sanitized items in before taking home.

¹⁰ It is important not to mix chemicals. Incompatible chemicals can cause adverse health effects. Use what the venue supplies to prevent workplace injury or adverse events whenever possible.

Second Level of Protection: Engineering Controls

- ☒ We have considered and are prepared to bring barriers to separate activity participants where they can't keep physically distant.
- ☒ We have discussed with the facility the engineering barriers that may be required.

To achieve the second level of protection, we must consider creating barriers and partitions to maximize distancing.

We have determined that barriers are NOT required for staff and participants. We can maintain minimum of 3m distancing between participants in this venue.

Partitions, however, will be used to:

- Create channels of flow up/down hallways or through entry-ways using floor markers as required
- Create a designated pick-up/drop-off area with markers/cones as required
- Create a segregation area at least 10 ft away from the rest of the program attendees where individuals displaying COVID-19 symptoms would be held while awaiting testing or removal from the program
- Create assigned seating arrangements (as needed)
- Designate activity areas for indoor static (2m radius) and active (3m radius) activities
- Cubbies or storage space for participants personal items
- Designate hand-washing stations
- Designate areas for preparing food and distribution (as needed)
- Designate areas for cleaning and storing equipment

We will use signage appropriately. In addition to signage, visual barriers and communication about new protocols will be introduced and reinforced at the start of each program. Staff will offer gentle reminders throughout the program.

Third Level of Protection: Administrative Controls

- ☒ We have identified rules and guidelines for how participants, volunteers, spectators and others should conduct themselves in order to reduce transmission of COVID-19.
- ☒ We have clearly communicated these rules and guidelines in multiple ways (i.e. a combination of digital messaging, onsite facility orientation, signage).
- ☒ We have changed our cancellation policy to allow for cancellations with no penalty if exhibiting COVID-19 symptoms.
- ☒ All group fitness instructors will use mics to ensure they do not raise their voices beyond a normal speaking volume.

To achieve the third level of protection, we must create rules and guidelines for how our staff and participants should conduct themselves, communicated clearly through a combination of education, training, policies, and signage.

PHYSICAL DISTANCING

Distancing will be encouraged throughout the day, from the start of a program (drop-off) to the end of a program (pick-up). See “Pick-up/Drop-off” under First Level of Protection: Elimination for information about how staff, participants, and/or parents/guardians will distance during drop-off.

- The use of signage, partitions, and floor markers (tape arrows, X’s) will encourage distancing.
- There will be at least 10 minutes between classes where no patrons are in the space.
- Upon entry, participants will give personal items (e.g. lunches, backpacks, coats) to staff or instructors to store in a designated area (only open to staff/instructors). To retrieve, staff must be asked to retrieve and deliver to the participant. Personal items should be kept well away from other participants.

On the first day of a recurring program, staff will assign designated recreation (standing/seating) areas for activities indoors. Activity areas will also be partitioned off with tape markings and participants will be assigned a spot for static activities in that area (X’s) to ensure adequate spacing for activities like yoga. Whenever possible (weather permitting), activities that involve more active movement (i.e. ball skills) will be done outside.

For programs with equipment, supplies will be assigned to each participant for the duration of the program. These items remain on-site or with the instructor for re-use during the program with identifiers on them. Single-use items (e.g. paper) will be in large enough quantities so not as to re-use for subsequent days or weeks of programs. Items that can be cleaned and sanitized (i.e. cone, mats, dumbbells) will be cleaned before re-use.

Programs will be conducted outside whenever possible. We will only use on-site outdoor facilities and areas where we know risk to exposure to the public is low (e.g. beach). If a program or activity must occur indoors, we may change the activity to lessen the risk (staff and instructors have a list of contingencies with supplies) or will do their best to amplify ventilation (e.g. keep windows and doors open). Participants and/or parents/guardians will be provided with the schedule of activities and suggested gear list for each day (e.g. gumboots, raincoat) so participants and/or children can be prepared in the case of changes in weather when outdoors. Playgrounds and other outdoor facilities are considered a safe environment if appropriate hygiene practices (e.g. handwashing) are supported. For more information, instructors and staff will refer best practices outlined in BCRPA’s facility guidelines.

The age of participants and abilities will be taken into consideration when traveling by foot or bike within our programming. Vehicle transport will require further consideration and is not generally recommended for our registered programs at this time (med-high risk).

SIGNAGE

- Whenever possible, signage should be appropriate and easy to understand for all ages and abilities, with an emphasis on visuals.
- We will post the [occupancy limit poster](#) at entryways
- We will post [WorkSafe BC Entry Check signage](#) on entrance doors
- We will post [hand-hygiene signage](#) in the washroom and above our office sink/handwashing station. [Kid-friendly signage](#) is ideal for our youth programs, used locally in other venues on Haida Gwaii like schools.
- We will post health check posters (Worker + [Visitor](#) from WorkSafeBC).

We will send this COVID-19 Safety Plan to local facility owners/operators for review, as well as our regional [Environmental Health Officer](#). A physical copy of the latest version will be posted at our programs, distributed to participants and to parents/guardians of registrants, and made available at www.hgrec.com/covid-19/.

HAND HYGIENE

In accordance with BC Centre for Disease Control (BCCDC) [hand washing guidelines](#), staff must exhibit good hand hygiene in the workplace to reduce risk of spread. It's recommended that individuals wash hands with plain soap and water upwards of 5 times per day to reduce transmission, or before and after activities or during transitionary phase. Instructors should assist youth participants with hand hygiene as needed.

[Hand-washing](#) with plain soap¹¹:

- Remove any hand or arm jewellery you may be wearing.
- Wet your hands with warm running water.
- Apply plain soap to your hands and rub together for 20 seconds (the length of time it takes to sing Twinkle Twinkle Little Star or Happy Birthday).
- Wash the front and back of your hands, as well as between your fingers and under your nails and create a lather.
- Rinse your hands well for 10 seconds under warm running water, using a rubbing motion.
- Wipe and dry your hands gently with a paper towel or a clean towel. Drying them vigorously can damage the skin.
- Turn off the tap using the paper towel so that you do not re-contaminate your hands. When using a public bathroom, use the same paper towel to open the door when you leave.
- If skin dryness is a problem, use a moisturizing lotion.

[Alcohol-based hand rubs](#)¹²:

¹¹ **Plain soap** – does not contain antibacterial agent and will remove dirt and grease that attract bad bacteria. It will not kill the good bacteria that live on the hands. Using antibacterial products unnecessarily increases the concentration of antibiotics in the water supply and in the environment and may contribute to antibiotic resistance. – *BC Centre for Disease Control*

¹² **Alcohol-based hand rubs** – must be at least 60% alcohol to be effective. Do not cause antibiotic resistance. May kill bacteria and viruses. Convenient when soap and water is not available. Do not work on visibly soiled hands.

- Alcohol-based hand rubs don't work if your hands are greasy or visibly dirty. These products don't clean your hands and are not a substitute for handwashing. If your hands are visibly soiled, it is best to use soap and water.
- If it's not possible to wash with soap and water, use towelettes to remove the soil, then use an alcohol-based hand rub.
- Make sure your hands are dry, as wet hands will dilute the alcohol-based hand product.
- Use enough of the product to cover all the surfaces of your hands and fingers.
- Rub your hands together until the product has evaporated.
- If dry skin is a problem, use a moisturizing lotion.
- Alcohol-based hand rubs are safe for children if used with supervision. Alcohol-based hand rubs are poisonous if ingested. Children should not put their hands in their mouths until the alcohol evaporates (about 15 seconds).
- Alcohol-based hand rubs are flammable and should not be stored near a source of heat.

Staff & Instructors should wash hands:

- Upon arrival and when they go home for the day
- After sneezing or coughing into hands or tissue
- After using the toilet
- After contact with bodily fluids (i.e. runny nose, spit, vomitus, blood)
- After cleaning tasks
- After removing gloves
- After handling garbage
- Whenever hands are visibly dirty
- Prior to leaving the program for any non-emergency reason

Staff and instructors should encourage attendees to wash their hands

- Upon arrival and when they go home for the day
- Before and after any transitions within setting (e.g. to another classroom, indoor-outdoor transitions)
- Before eating and drinking
- After using the toilet
- After playing outside
- After sneezing or coughing into hands or tissue
- Whenever hands are visibly dirty

UPDATES TO MANAGEMENT

- All staff and instructors must confirm emergency contact information with supervisor, including information about who to call if transportation is required. It's imperative that staff indicate challenges with getting home safely in the instance they fall ill at programs.
- Emergency contacts for participants attending programs will be kept on site (printed & online) at all times. Personal devices (phones, iPad with cellular) will be on staff or instructors at all time with electronic files and emergency contacts readily available. There are AED's on-site and we ask all fitness instructors (group fitness) to maintain First Aid Level 1 and have participants complete [PAR-Q forms](#) prior to participation to ensure they're ready to engage in physical activity.

STAFF TRAINING

In addition to the training normally received, staff/instructors must receive training on all COVID-19 related policies and procedures. Training and certifications are documented and kept on file.

WORKSPACE CLEANING

- HGRRC will provide instructors and staff with necessary cleaning and disinfecting products for use on countertops, tables, work surfaces, equipment, and electronics as required
- All staff and instructors will be trained in WHIMS, with hands-on training (Show, Tell, Do) provided for use of cleaning products
- Totes and tarps will be used to help make cleaning easier at the end of the day (e.g. roll out tarp, spray equipment, let it sit, place into clean and labelled totes for storage)
- Any surfaces that are visibly dirty will be cleaned and disinfected promptly
- Staff and instructors will NOT be permitted to bring cleaners from home or bring any materials home to their residence to clean. Personal devices (e.g. phones) should be sanitized before leaving programs.
- Participants may be asked to keep their creations on-site until the last day of a program (e.g. artwork), where all items can be placed in a sealed bag and taken home, *suggesting* to participants or parents/guardians to allow items to sit for 3-7 days before opening.
- Cleaning products to be used are commonly available detergents and disinfectants.
- We will follow label instructions and allow the disinfecting agent to remain wet on the surface for the specified amount of time.
- Cleaning supplies will be stored out of reach of children.

Staff and instructors will use commonly available hard-surface cleaners and disinfectants for routine cleaning if no facility-specific cleaning supplies are available, in accordance with BCCDC and [Health Canada](#) recommendations for effective use against COVID-19. Some examples that have been sourced locally include:

- [Clorox® Clean-Up® Disinfecting Bleach Spray](#)
- [All Clean Natural Wipes \(80% Alcohol\)](#)
- [Lysol® Products](#) tested for effectiveness:
 - o LYSOL® BRAND II DISINFECTANT SPRAY, DIN 02448971
 - o LYSOL® DISINFECTING WIPES, DIN 02359014
 - o Other Lysol products: In accordance with Health Canada's Viral Emerging Pathogen Policy Lysol® products that are predicted to be effective (>99.99% inactivation) against 2019 Novel Coronavirus (COVID-19) when used in accordance with the disinfection directions for use at **2-minute contact time** include All-Purpose Spray, Bathroom Spray, Kitchen Spray.

Example, Instructions on Bottle:

Clorox® Clean-Up® Spray
<ol style="list-style-type: none">1. Spray product 10-15cm from surface until thoroughly wet.2. Let stand per minimum contact time in the table (30 seconds to 1 minute for viruses). <p>No scrubbing required. For heavily soiled surfaces, pre-clean before use. Use only in well-ventilated areas. Effective</p>

against human coronavirus (see label).

General steps to clean high-touch hard surfaces:

1. Remove visible dirt from common surfaces with soap and water
2. Apply household or commercial disinfectants according to instructions
3. Let surfaces dry several minutes before you touch or put anything on them.

Our primary supplier of cleaning and disinfecting supplies and equipment will be a combined effort from the respective facility. We will supply cleaners and equipment as required (e.g. spray bottle cleaners, gloves, masks, paper towel). When we cannot source supplies locally, our primary supplier of products (gloves, hand sanitizer) is currently the [Trading House at Haida Gwaii Museum](#) helping to supply local businesses with affordable PPE through the Council of the Haida Nation.

All staff and instructors will be following training that emphasizes “show, tell, do” for cleaning and disinfecting protocols and must obtain WHMIS certification. Material and Safety Data Sheets (MSDS) must be available on site for cleaners supplied by the venue. Emergency contacts (e.g. Ambulance and Poison Control) will be kept on person at all times and on-site at programs in the COVID-19 Safety Plan. Staff and instructors will be oriented to use of these documents before the start of programs.

- For programs, high-touch surface cleaning and disinfection must occur before/after the program. This warrants space rentals to include time for set-up/take-down and clean-up. This is at minimum 15 minutes before and after programs start/end.
- Instructors and staff must assume the role of intermittent cleaning. Facility cleaning will be shared among custodial staff and staff/instructors at the end of each day/week. There may be cleaning done by participants (e.g. cleaning equipment) as required. For some, it’s best if participants bring their own equipment to the program, clean it, and store it at home at this time.
- The Recreation Coordinator can supervise and monitor compliance to cleaning and safety protocols.

ILLNESS PROTOCOL

If/when staff/instructors/participants cough/sneeze, etiquette is to:

- Cough and sneeze into the crease of the elbow or tissue
- Throw tissues into a lined receptacle immediately after use they must wash hands

If staff or instructors show symptoms of COVID-19 or influenza¹³ in the office or while remotely working, the following process will be deployed:

1. Notify supervisor of symptoms.
2. Do not enter the office. If you’re working in the office, go home.
3. Self-monitor and get tested. Call 8-1-1 for support if symptoms persist or your family doctor. If you develop symptoms, use the [BC COVID-19 Self-Assessment Tool](#) to help determine if you need further assessment or testing for COVID-19. You can complete this assessment for yourself, or on behalf of someone else, if they are unable to. If you have difficulty breathing or other severe symptoms (chest pain), call an ambulance (1-800-461-9911). [Testing](#) is now recommended for anyone with symptoms no matter how minor. Keep your family doctor informed.
4. Contact your local public health authority and follow their advice.

¹³ Stay at home and keep a safe distance from family when you have cold or flu symptoms, including: (1) Coughing, (2) sneezing, (3) runny nose, (4) sore throat, and (5) fatigue. Other common symptoms may also include muscle pain, new loss of taste or smell, and shortness of breath or difficulty breathing.

5. Provide regular updates to your supervisor on your condition.
6. Submit and injury/incident report via e-mail to your supervisor

If participants start showing symptoms, it is important for staff and instructors:

1. Immediately notify supervisor
2. Ask the individual to leave or contact the participants emergency contact or child's parent/guardian to come and pick them up right away. Provide information to participant or parent/guardian around recommendations from public health as stated above (BC COVID-19 Self-Assessment Tool, call family doctor, and/or testing).
3. Bring the individual or child to a separate and supervised area away from others until their emergency contact or parent/guardian can come and pick them up
4. Have the supervisor (Recreation Coordinator) request an intensive cleaning of the space once the child has been picked up

As a precaution, Public Health asks that if anyone has respiratory symptoms that can be managed at home, to please [self-isolate](#) and adhere to the recommendations provided to you from 8-1-1 or your family doctor. Coughing may persist for several weeks, so coughing alone does not require you to continue to isolate. If you are unsure whether your symptoms are related to allergies or an infection, then self-isolation¹⁴ is recommended.

Programs may be cancelled following an outbreak indefinitely but will be dealt with on a case-by-case basis with recommendations from public health. Unlike our metropolitan counterparts, we don't have a suite of contingencies or replacements for trained staff or instructors that may fall ill, and likely programs would need to be postponed or cancelled.

PUBLIC HEALTH: OUTBREAKS, TESTING, SELF-ISOLATION & QUARANTINE

Public health measures generally come from the Provincial Health Officer and apply broadly to our community activities. We have limited our program attendance to 15 participants, a ratio of 15:1 with our staff/instructors.

The role of finding, tracing and managing outbreaks falls on public health staff, not staff/instructors. We will keep clear and concise records of all persons entering the program and any incidents that may occur. This will help public health staff accomplish their job as need arises. This includes daily attendance and screening of participants or parents/guardians dropping off their child/ren.

Anyone with cold/flu symptoms is required to stay home, speak with a doctor, and be tested for COVID-19. Symptomatic staff, instructors, volunteers and participants should be referred for testing, which can be done by calling 8-1-1 or by their family doctor. Testing of asymptomatic persons should only be performed as directed by the local public health unit as part of case/contact and outbreak management.

- Public health will give directives around what kind of isolation is required following a negative test. In accordance with BCCDC, with a negative test, you need to continue to isolate for 14 days if you're a contact of a COVID-19 case or if you've arrived in BC from outside of Canada. It is not the role of the instructors or staff to provide this advice and it may evolve over time.
- Those who test positive for COVID-19 must be excluded from the program until clearance is provided by the local health authority. Under the guidance of public health, next steps will be

¹⁴ **Self Isolation** – staying home and away from others until you are no longer at risk of spreading the virus. You must self-isolate if you have symptoms, have been diagnosed with COVID-19, are awaiting a lab test result after being tested for COVID-19, or have been advised to self-isolate by public health.

determined. It is the role of public health (not our staff) to complete contact tracing and advising of isolation as necessary. They will also ensure children, staff and parents have access to healthcare providers and that appropriate supports are in place.

- Staff members, instructors and participants awaiting test results who are symptomatic or have been advised to self-isolate by the local public health unit should be excluded from programs. Other staff, instructors, and participants awaiting results may not need to be excluded.

Screening participants or staff/instructors/volunteers for temperatures or COVID-19 testing are activities reserved for health care professionals.

EMERGENCY EVACUATIONS

In the event of a fire alarm, participants and instructors will evacuate by the nearest safe exit and proceed to the muster station (e.g. parking lot) away from harm to await emergency crews and complete a head count. In the event of a tsunami alarm, participants and instructors will evacuate and upon orders to A.) wait for parents/guardians to pick-up their children, B.) Ask individuals to evacuate with their own personal vehicles or with help from their households or, C.) use their personal vehicle to transport help transport participants out of harm while notifying parents/guardians and emergency contacts (tsunami evacuation zone).

FOOD PREPARATION

For most of HGR programs, food and snacks will not be permitted. Attendees will be discouraged from bringing food. Participants must show up in their gear (no changerooms available), bring their own water bottles and water. Participants will not be permitted in the kitchen to refill their water bottles and if required, must ask instructors for assistance. Any water fountains on site will be closed for use using signage and flagging tape.

Fourth Level of Protection: Personal Protective Equipment

- ☒ We have reviewed the information on selecting and using masks and instructions on how to use a mask.
- ☒ We understand the limitations of masks to protect the wearer from respiratory droplets. We understand that masks should only be considered when other control measures cannot be implemented/physical distancing cannot be maintained.
- ☒ We have trained individuals on the proper use of masks (if applicable).
- ☒ We have reviewed the information on cleaning and disinfecting surfaces.
- ☒ Handwashing locations are visible and easily accessed.
- ☒ We have communicated good hand hygiene practices to participants, staff, etc.

To achieve the fourth level of protection, we must consider the use of non-medical masks and gloves in the workplace. [COVID-19 Public Health Guidance for Child Care Settings](#) states that personal protective equipment (PPE), such as masks and gloves, are not needed beyond those used by instructors of staff as part of regular precautions for the hazards normally encountered in their regular course of work. However, during masking public health orders, we will adjust in accordance and provide masks for participants and instructors, required to be worn *as much as possible*. This includes encouraging and enforcing mask use prior to start of activity and during washroom breaks as per public health orders for masking in indoor spaces.

- HGRRC will provide gloves & surgical masks to employees for emergencies (i.e. first aid) and cleaning duties. Masks (surgical) and gloves will be stored in plastic bags for easy retrieval.
- Given current public health orders, we will continue to ensure that all participants wear face masks in the facility upon entry, in common areas, and where social distances cannot be maintained as per the provincial restrictions. Face mask during physical activity is NOT required. HGRRC will provide masks to participants should they forget to bring their own. **Instructors must wear masks at all times unless they are exercising or in the 2.5m x 2.5, "instructor area".**
- At this time, while not mandatory, children 2 to 12 years of age should still be encouraged to wear a face mask. **Children and adult mask sizes are to be made available for participants.**
- We will include mandatory mask signage in relevant areas, in agreement with host venues.
- Staff or instructors will also carry a backpack on outings with additional PPE, emergency contact numbers, emergency snacks and water, tissue, extra masks and Level 1 First Aid kit.
- **HGRRC will provide homemade cloth or surgical masks to all staff/instructors. It is up to the employee or instructor to bring their masks to work and keep it clean, laundering after each day of use. Staff & instructors are required to use masks in camps/programs at all times at this time when indoors and when distancing cannot be maintained outdoors. Examples include when moving equipment with visitors (as required) or completing work duties in high-traffic or crowded areas where distancing cannot be maintained (e.g. grocery stores).**
- In the case of a medical emergency (i.e. participant needs hands-on assistance), it is advisable to first put on gloves and face mask. Therefore, staff and instructors are expected to keep this on their person during all activities.

Homemade masks are not regulated medical devices and may not be effective in blocking COVID-19 particles transmitted by coughing or sneezing. While they do not provide complete protection, when used correctly they may help prevent the spread to others by limiting the amount of particles leaving the mouth. Wearing a non-medical mask or face covering alone will not prevent the spread of COVID-19. Emphasis is still on staff and participants washing their hands, practicing physical distancing in the programs as much

as possible (elimination), and to stay home if they are sick. Recommendations for wearing homemade masks from the [Government of Canada](#):

Do's:

- DO wear a non-medical mask or face covering to **protect others**.
- DO ensure the mask is made of **at least two layers of tightly woven fabric**.
- DO inspect the mask for tears or holes.
- DO ensure the mask or face covering is clean and dry.
- DO [wash your hands](#) or use [alcohol-based hand sanitizer](#) (60% alcohol) before and after touching the mask or face covering. Hand sanitizer will be available for attendees at the front door upon entry to the programs. However, staff or instructors may distribute hand sanitizer throughout the day and on outings where a handwashing station may be absent as required. Pumps and dispensers will not be readily available and near young children. If a child accidentally consumes any amount of hand sanitizer, call the BC Poison Control Centre: 1-800-567-8911.
- DO use the ear loops or ties to put on and remove the mask.
- DO ensure your nose and mouth are fully covered.
- DO replace and launder your mask whenever it becomes damp or dirty.
- DO wash your mask with hot, soapy water and let it dry completely before wearing it again.
- DO store re-usable masks in a clean paper bag until you wear it again.
- DO discard masks that cannot be washed in a plastic lined garbage bin after use.

Don'ts:

- DON'T reuse masks that are moist, dirty or damaged.
- DON'T wear a loose mask.
- DON'T touch the mask while wearing it.
- DON'T remove the mask to talk to someone.
- DON'T hang mask from your neck or ears.
- DON'T share your mask.
- DON'T leave your used mask within the reach of others.

We have sourced our PPE locally from grocery stores (e.g. Lysol spray), pharmacies (e.g. 80% Alcohol Wipes) and from local suppliers (e.g. Trading House via Council of the Haida Nation).

Surgical masks are not recommended for instructors, staff or participants. The only instance where they may be permitted is in treating individuals with symptoms from within 2 metres. Gloves are not recommended for workers unless treating individuals with symptoms or when assuming cleaning duties. Staff and instructors will be trained in [doffing gloves](#) and reminded to wash hands after their removal.

Step 4: Develop Policies

We have developed policies that ensure participants, instructors and staff showing symptoms of COVID-19 are prohibited from participating in our programs. These policies are outlined and agreed to by staff, instructors, participants or parents/guardians in our waivers, Assumption of Risk & Permission Form, Declarations of Compliance, staff or instructor contracts, training materials, communication plan, and our COVID-19 Safety Plan:

- ☒ Anyone who has had symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headaches
- ☒ Anyone directed by Public Health to self-isolate.
- ☒ Anyone who has arrived from outside of Canada or who has contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms.

We have also developed policies that address individuals who may fall ill while participating in programs (see Illness Protocol). It includes the following, adapted for inclusion of youth:

If a participant starts showing symptoms, it is important for staff or instructors to:

1. Immediately notify supervisor;
2. Ask the participant to leave, contact their emergency contact if they need assistance, or the child's parent/guardian to come and pick them up right away;
3. Bring the participant to a separate and supervised area away from others until their emergency contact or parent/guardian can come and pick them up;
4. Have the supervisor request an intensive cleaning of the space once the participant has been picked up.

Step 5: Develop Communication Plans

- ☒ We have created and communicated to participants & instructors our safe activity plan that adheres to physical distancing and have confirmed participants or parents/guardians agree to allow their child/ren to participate in our programs as outlined.
 - ☒ We have communicated that participants not observing the new safe activity plan will not be permitted to participate.
 - ☒ We have a communication and training plan to ensure everyone is trained in policies and procedures.
 - ☒ All participants and parents/guardians of participants have received the policies for staying home when sick.
- Our participation waivers have been updated to reflect the risks related with COVID-19.
 - We have also implemented a Declaration of Compliance for our instructors.
 - An Assumption of Risk and Permission Form has been adapted for our use from the Municipal Association of British Columbia's [template](#).
 - Our safety plans are sent directly to participants/parents/guardians e-mails, posted on our website in two places (www.hgrec.com/covid-19/). Details of protocols (e.g. staying home when sick) and participant or parents/guardians screening at drop-off are discussed in waivers and assumption of risk forms, but have been outlined clearly in the registration process, on our website and paper registration forms.
 - For camps, parents/guardians will be provided with a schedule of activities for the camp for the week, as well as a suggested gear list. Changes to the schedule will be communicated with parents/guardians via e-mail or phone.

Participant education will include daily check-ins to understand any worries or anxieties the participants may have. Staff and instructors will orient participants to the safety protocols and procedures on their first day, using a Show, Tell, Do instruction (show them what to do, tell them how to do it, and then have them do it). Gentle reminders will be given to participants, particularly youth, as necessary. Signage will also serve as visual reminders to participants.

Step 6: Monitoring & Training

- ☒ We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.
- ☒ Individuals know who to go to with health and safety concerns.
- ☒ When resolving safety issues, we will involve designated health & safety representatives.

This plan is up to date as of the April 12, 2021. HGRRC staff and instructors will collaborate and review this safety plan as required. Changes will be made to policies and procedures as needed.

Workers know to go to their immediate supervisor for health and safety concerns.

All changes will be listed at the beginning of this document for quick review and dated. All staff or instructors will review changes and will be trained appropriately, as required.

Step 7: Assess and address risks from resuming operations

- ☒ We have an education or training plan for new participants and instructors, or those with new roles.
- ☒ We have identified a safe process for cleaning.

All instructors must obtain WHMIS, be oriented to the venue and venue-specific safety plan, and aid in assembly of the program COVID-19 Safety Plan with the HGRRC Coordinator.

For our camp staff that are funded in part by Canada Summer Jobs (CSJ), they receive in-person training orientation. Their contracts are amended to include protocols related to COVID-19. Materials reviewed at orientation included [Worksafe BC Young & New Workers](#) resources and the [‘Are You in Danger’](#) brochure from CSJ. Camp Staff are to be oriented to the office COVID-19 Safety Plan and walked through the process of entering the school (Tahayghen Elementary) in accordance with School District No. 50 protocols and then the office (Show, Tell, Do). The goal of the orientation is for staff to understand:

- How to define a Young and New workers
- Their risks as both Young and New workers
- Their fundamental rights (right to know hazards, right to participate in health & safety activities, and the rights to refuse unsafe work)
- The responsibilities of the employer (e.g. to provide a safe and healthy workplace)
- The responsibilities of the employee (e.g. to know and comply with all regulations)

We will ensure that instructors will have:

- Level 1 First Aid + CPR
- WHMIS Certification & In-Person Training
- Other relevant training and certifications related to recreation activity or sport

We keep copies of all certifications received for each staff member. Using [WorksafeBC’s sample worker orientation checklist](#) as a guide to orientation, we record training and assure it’s in accordance with guidelines and updated as duties may evolve.

Step 8: Provide your facility host with your COVID-19 Safety Plan

- ☒ We understand that before we will be permitted to participate in our activity/program on or in this facility, our safety plan must be submitted to the host (e.g. Municipality).
- ☒ We understand that failure to adhere to the safety plan could result in the removal of access to these spaces.

LOCAL EMERGENCY NUMBERS

Provincial Emergency Program	1-800-663-3456
BC Poison Control Centre	1-800-567-8911
BC Ambulance	1-800-461-9911
HealthLink BC	8-1-1
Haida Gwaii Hospital & Health Centre	1-250-559-4900
Northern Haida Gwaii Hospital	1-250-626-4700
Skidegate Health Centre	1-250-559-4610
Haida Health Centre	1-250-626-3911
Masset Volunteer Fire Dept.	1-250-626-5511
Queen Charlotte Volunteer Fire Dept.	1-250-559-4488
Skidegate Volunteer Fire Dept.	1-250-559-8300
Sandspit Volunteer Fire Dept.	1-250-637-2222
Port Clements Volunteer Fire Dept.	1-250-557-4355
RCMP – Masset Branch	1-250-626-3991
RCMP – Queen Charlotte Branch	1-250-559-4421

This Safety Plan will be posted on-site, sent to participants and parents/guardians, and will be made available on our website, at www.hgrec.com/covid-19/.

***We confirm NO personal information is included in this COVID-19 Safety Plan, defined as any recorded information that uniquely identifies a person, such as name, address, telephone number, age, sex, race, religion, sexual orientation, disability, fingerprints, or blood type. It includes information about a person's healthcare, educational, financial, criminal or employment history.**

YOUTH PROGRAM SPECIFIC CONTROL MEASURES:

- Parent(s)/Guardian(s) only permitted entry for emergencies.
- Drop-off is conducted outside while physically distancing. Participants are screened daily and prior to the start of first class, waivers, Assumption of Risk, and Declaration of Compliance forms must be signed.

ADULT PROGRAM SPECIFIC CONTROL MEASURES:

- Participants are screened daily and prior to start of first class, waivers, Assumption of Risk, and Declaration of Compliance forms must be signed.
- Adult participants are asked to wear masks indoors whenever possible prior to start of activity, once activity ends, and if they need to go to the washroom. NOT required during activity.

SUMMARY OF PROGRAM CONTROL MEASURES – STRENGTH & STEP (13 participants)

Program description: This is a twice-weekly fitness class at the Queen Charlotte Community Hall. Physical distancing of at least 7m², designated instructor area, and microphone. Participants bring their own mats. Equipment not easy to sanitize (resistance bands) designated to participants and stored with labels at the start of class and used for the duration. Equipment used includes steps and risers, dumbbells, resistance bands, mats. Chairs or other items used are sanitized after use. **Low-intensity activities only** (e.g. light weightlifting, stretch, light cardio).

Status: Resuming February 2021.

- Participants can show up to class at least 15 minutes before start (TBD). Please give enough time for the instructor to complete daily verbal screening, attendance, and to complete any required forms.
- Participants must complete a health check, waiver, Assumption of Risk Form, and Declaration of Compliance form on the first day of class. Failure to do so means participants will not be permitted entry.
- Participants must complete active daily screening before entry.
- Participants are expected to distance (minimum 3m) prior to class and during. We encourage participants to wear a non-medical mask until they are in situated in their designated workout area, to remove during activity, and to replace if going to the washroom or leaving the program.
- We ask that participants avoid aggregating in entryways. If you'd like to catch-up before or after class, outside is safest, while maintaining distance.
- Participants must use the hand sanitizing station at the front entrance but are also encouraged to wash their hands before and after the activity.
- Hand hygiene and physical distancing will be encouraged.
- Handshaking & hugging is discouraged.
- Participants are encouraged to bring their own mat to the class. Other equipment (i.e. bands, mats) will be assigned to each participant for the duration of the program and stored on-site in labelled bags, distributed by the instructor before start of class.
- Equipment that may be used (e.g. bosu balls) will be cleaned & sterilized between use.
- Instructor will clean high-touch surfaces before and after the start of class (e.g. door handles, chairs).
- Instructor will manage complete record-keeping and report daily attendance and any incidents to the Recreation Coordinator.
- Instructor will provide verbal direction as opposed to hands-on. They will wear a mask at all times, if not exercising.
- Participants must stay home if they show any symptoms (e.g. cough, fever, fatigue).
- Class may be cancelled by instructors if they show symptoms.
- In the event of a participant or instructor showing symptoms during the program, the participant will be asked to remove themselves from the program and seek medical advice. Beyond daily screening, is not up to our staff to do temperature checks, testing or contact tracing. This is the role of the health authority.

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SUMMARY OF PROGRAM CONTROL MEASURES – FUN SWEAT (14 participants)

Program description: This is a twice-weekly fitness class at the Queen Charlotte Community Hall. Physical distancing of at least 7m², designated instructor area, and microphone. Participants bring their own mats. Equipment not easy to sanitize (resistance bands) designated to participants and stored with labels at the start of class and used for the duration. Equipment used includes steps and risers, dumbbells, resistance bands, mats. Chairs or other items used are sanitized after use. **Low-intensity activities only** (e.g. light weightlifting, stretch, light cardio).

Status: Resuming January 2021.

- Participants can show up to class at least 15 minutes before start (TBD). Please give enough time for the instructor to complete daily verbal screening, attendance, and to complete any required forms.
- Participants must complete a health check, waiver, Assumption of Risk Form, and Declaration of Compliance form on the first day of class. Failure to do so means participants will not be permitted entry.
- Participants must complete active daily screening before entry.
- Participants are expected to distance (minimum 3m) prior to class and during. Participants must wear a non-medical mask until they are in situated in their designated workout area, to remove during activity, and to replace if going to the washroom or leaving the program.
- We ask that participants avoid aggregating in entryways. If you'd like to catch-up before or after class, outside is safest, while maintaining distance.
- Participants must use the hand sanitizing station at the front entrance but are also encouraged to wash their hands before and after the activity.
- Hand hygiene and physical distancing will be encouraged.
- Handshaking & hugging is discouraged.
- Participants are encouraged to bring their own mat to the class. Other equipment (i.e. bands, mats) will be assigned to each participant for the duration of the program and stored on-site in labelled bags, distributed by the instructor before start of class.
- Equipment that may be used (e.g. bosu balls) will be cleaned & sterilized between use.
- Instructor will clean high-touch surfaces before and after the start of class (e.g. door handles, chairs).
- Instructor will manage complete record-keeping and report daily attendance and any incidents to the Recreation Coordinator.
- Instructor will provide verbal direction as opposed to hands-on. They will wear a mask at all times, if not exercising.
- Participants must stay home if they show any symptoms (e.g. cough, fever, fatigue).
- Class may be cancelled by instructors if they show symptoms.
- In the event of a participant or instructor showing symptoms during the program, the participant will be asked to remove themselves from the program and seek medical advice. Beyond daily screening, is not up to our staff to do temperature checks, testing or contact tracing. This is the role of the health authority.

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SUMMARY OF PROGRAM CONTROL MEASURES – FITNESS WITH INTERVALS (10 participants)

Program description: This is a once-weekly fitness class at the Howard Philips Community Hall. Physical distancing of 3m. The space does not have locked storage. This program will adapt to offer low-intensity fitness training. Shared equipment kept to a minimum, sanitized between use. Equipment used includes steps & risers, bosu balls, and resistance bands. Chairs or other items used are cleaned and sanitized after use. **Low-intensity activities only** (e.g. light weightlifting, stretch, light cardio).

Status: Resuming February 2021.

- Participants can show up to class at least 15 minutes before start (TBD). Please give enough time for the instructor to complete daily verbal screening, attendance, and to complete any required forms.
- Participants must complete a health check, waiver, Assumption of Risk Form, and Declaration of Compliance form on the first day of class. Failure to do so means participants will not be permitted entry.
- Participants must also complete active daily screening upon entry.
- Activities in this class will be calibrated for low-intensity training.
- Participants are expected to distance (minimum 3m) prior to class and during. We encourage participants to wear a non-medical mask until they are in situated in their designated workout area, to remove during activity, and to replace if going to the washroom or leaving the program.
- We ask that participants avoid aggregating in entryways. If you'd like to catch-up before or after class, outside is safest, while maintaining distance.
- Participants must use the hand sanitizing station at the front entrance but are also encouraged to wash their hands before and after the activity.
- Hand hygiene and physical distancing will be encouraged.
- Handshaking & hugging is discouraged.
- Participants are encouraged to bring their own mat to the class. Other equipment (i.e. bands, mats) will be assigned to each participant for the duration of the program and stored on-site in labelled bags, distributed by the instructor before start of class.
- Equipment that may be used (e.g. bosu balls) will be cleaned & sterilized between use.
- Instructor will clean high-touch surfaces before and after the start of class (e.g. door handles, chairs).
- Instructor will manage complete record-keeping and report daily attendance and any incidents to the Recreation Coordinator.
- Instructor will provide verbal direction as opposed to hands-on. They will wear a mask at all times, if not exercising.
- Participants must stay home if they show any symptoms (e.g. cough, fever, fatigue).
- Class may be cancelled by instructors if they show symptoms.
- In the event of a participant or instructor showing symptoms during the program, the participant will be asked to remove themselves from the program and seek medical advice. Beyond daily screening, is not up to our staff to do temperature checks, testing or contact tracing. This is the role of the health authority.

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SUMMARY OF PROGRAM CONTROL MEASURES – ALTERNATIVE FITNESS (11 participants)

Program description: This is a twice-weekly seniors group fitness at the Howard Philips Community Hall. Physical distancing of 4m minimum, class size averages 5 – 6 people but 11 total registered to come for either or both days of the week. Minimal shared equipment, sanitized between use. Exercises are led by instructor and individuals have their own labelled equipment for duration of the program (e.g. resistance bands in Ziploc with their name on it) that they bring to class. Chairs or other items used are sanitized after use.

Status: Resuming February 2021.

- Participants can show up to class at least 15 minutes before start (TBD). Please give enough time for the instructor to complete daily verbal screening, attendance, and to complete any required forms.
- Participants must complete a health check, waiver, Assumption of Risk Form, and Declaration of Compliance form on the first day of class. Failure to do so means participants will not be permitted entry.
- Participants must also complete active daily screening upon entry.
- Interval training does not necessarily mean high-intensity interval training. Going forward, activities in this class will be calibrated for low-intensity interval training.
- Participants are expected to distance (minimum 4m) prior to class and during. We encourage participants to wear a non-medical mask until they are in situated in their designated workout area, to remove during activity, and to replace if going to the washroom or leaving the program.
- We ask that participants avoid aggregating in entryways. If you'd like to catch-up before or after class, outside is safest, while maintaining distance.
- Participants must use the hand sanitizing station at the front entrance but are also encouraged to wash their hands before and after the activity.
- Equipment is not shared at this time and labelled and stored for use by individual participants. Individuals have their own resistance bands in Ziplocs labelled and brought to class.
- Hand hygiene and physical distancing will be encouraged.
- Handshaking & hugging is discouraged.
- Participants are encouraged to bring their own mat to the class. Other equipment (i.e. bands, mats) will be assigned to each participant for the duration of the program and stored on-site in labelled bags, distributed by the instructor before start of class.
- Equipment that may be used (e.g. bosu balls) will be cleaned & sterilized between use.
- Instructor will clean high-touch surfaces before and after the start of class (e.g. door handles, chairs).
- Instructor will manage complete record-keeping and report daily attendance and any incidents to the Recreation Coordinator.
- Participants must stay home if they show any symptoms (e.g. cough, fever, fatigue).
- Class may be cancelled by instructors if they show symptoms.
- In the event of a participant or instructor showing symptoms during the program, the participant will be asked to remove themselves from the program and seek medical advice. Beyond daily screening, is not up to our staff to do temperature checks, testing or contact tracing. This is the role of the health authority.

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SUMMARY OF PROGRAM CONTROL MEASURES – YOGA IN IYENGAR TRADITION (12 participants)

Program description: This is a once-weekly yoga class at the Howard Philips Community Hall. Physical distancing of 3m. Yoga in Iyengar Tradition requires expensive props. The space does not have locked storage. Participants are required to bring, sanitize and take home their own purchased/loaned equipment from HGRRC or the instructor as none is stored on-site. Chairs or other items used are sanitized after use.

Status: Resuming January 2021.

- Participants can show up to class at least 15 minutes before start (TBD). Please give enough time for the instructor to complete daily verbal screening, attendance, and to complete any required forms.
- Participants must complete a health check, waiver, Assumption of Risk Form, and Declaration of Compliance form on the first day of class. Failure to do so means participants will not be permitted entry.
- Participants are expected to distance (minimum 3m) prior to class and during. Participants must wear a non-medical mask indoors until they are situated in their designated workout area, to remove during activity, and to replace if going to the washroom or leaving the program.
- We ask that participants avoid aggregating in entryways. If you'd like to catch up before or after class, outside is safest, while maintaining distance.
- Participants must use the hand sanitizing station at the front entrance but are also encouraged to wash their hands before and after the activity.
- Participants must complete active daily pre-screening.
- Hand hygiene and physical distancing will be encouraged.
- Handshaking & hugging is discouraged.
- Participants are required to bring their own mats and props to this class.
- Equipment that may be used will be cleaned & sterilized between use. Participants in this program will bring their own equipment as there is no on-site storage available.
- Instructor will clean high-touch surfaces before and after the start of class (e.g. door handles, chairs).
- Instructor will manage complete record-keeping and report daily attendance and any incidents to the Recreation Coordinator.
- Instructor will provide verbal direction as opposed to hands-on. They will wear a mask at all times, if not exercising, unless in their instructor area.
- Participants must stay home if they show any symptoms (e.g. cough, fever, fatigue).
- Class may be cancelled by instructors if they show symptoms.
- In the event of a participant or instructor showing symptoms during the program, the participant will be asked to remove themselves from the program and seek medical advice. Beyond daily screening, is not up to our staff to do temperature checks, testing or contact tracing. This is the role of the health authority.

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SUMMARY OF PROGRAM CONTROL MEASURES – YOGA – Hatha, Seniors (10 participants)

Program description: These are once-weekly yoga class offered at island Community Halls with safety plans in place (Port Clements, Sandspit, Queen Charlotte, Masset). Physical distancing of 3m. Props in limited supply, cleaned and sanitized between use. Participants are encouraged to bring, clean, sanitize and take home their own equipment. Shared equipment, chairs or other items used are cleaned and sanitized after use.

Status: Starting February 2021.

- Participants can show up to class at least 15 minutes before start (TBD). Please give enough time for the instructor to complete daily verbal screening, attendance, and to complete any required forms.
- Participants must complete a health check, waiver, Assumption of Risk Form, and Declaration of Compliance form on the first day of class. Failure to do so means participants will not be permitted entry.
- Participants are expected to distance (minimum 3m) prior to class and during. Participants must wear a non-medical mask indoors until they are situated in their designated workout area, to remove during activity, and to replace if going to the washroom or leaving the program.
- We ask that participants avoid aggregating in entryways. If you'd like to catch up before or after class, outside is safest, while maintaining distance.
- Participants must use the hand sanitizing station at the front entrance but are also encouraged to wash their hands before and after the activity.
- Participants must complete active daily pre-screening.
- Hand hygiene and physical distancing will be encouraged.
- Handshaking & hugging is discouraged.
- Participants are required to bring their own mats and props to this class.
- Equipment that may be used will be cleaned & sterilized between use. Participants in this program will bring their own equipment as there is no on-site storage available.
- Instructor will clean high-touch surfaces before and after the start of class (e.g. door handles, chairs).
- Instructor will provide verbal direction as opposed to hands-on. They will wear a mask at all times, if not exercising, unless in their instructor area.
- Instructor will manage complete record-keeping and report daily attendance and any incidents to the Recreation Coordinator.
- Participants must stay home if they show any symptoms (e.g. cough, fever, fatigue).
- Class may be cancelled by instructors if they show symptoms.
- In the event of a participant or instructor showing symptoms during the program, the participant will be asked to remove themselves from the program and seek medical advice. Beyond daily screening, is not up to our staff to do temperature checks, testing or contact tracing. This is the role of the health authority.

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SUMMARY OF PROGRAM CONTROL MEASURES – CONTEMPORARY DANCE (10 – 12 YEARS)

Program description: This is a twice-weekly dance class at the Howard Philips Community Hall. Physical distancing of 3m. Participants are asked to maintain distance as they learn techniques and choreography. This group has been dancing together (“Masset Dance Troupe”) for well over a year with the instructor and is closed to additional registrants at this time.

Status: Resuming January 2021.

- Participants can show up to class at least 15 minutes before start (TBD). Please give enough time for the instructor to complete daily verbal screening, attendance, and to complete any required forms.
- Parent(s)/guardian(s) must complete a waiver, Assumption of Risk Form, and Declaration of Compliance form on the first day of class for themselves & their child/ren. Failure to do so means participants will not be permitted entry.
- Parent(s)/guardian(s) must also aid in active daily screening.
- Participants are expected to distance (minimum 3m) prior to class and during. Participants are to wear a non-medical mask until they are in situated in their designated dance area, to remove during activity, and to replace if going to the washroom or leaving the program.
- We ask that participants avoid aggregating in entryways. If you'd like to catch-up before or after class, outside is safest, while maintaining distance.
- Participants must use the hand sanitizing station at the front entrance but are also encouraged to wash their hands before and after the activity. Hand sanitizer will be kept away from children.
- Hand hygiene and physical distancing will be encouraged.
- Handshaking & hugging is discouraged.
- Props* will be assigned to each participant for the duration of the program and stored on-site in labelled bags, distributed by the instructor before start of class.
- Equipment that may be used (e.g. mats) will be cleaned & sterilized between use.
- Instructor will clean high-touch surfaces before and after the start of class (e.g. door handles, chairs).
- Instructor will manage complete record-keeping and report daily attendance and any incidents to the Recreation Coordinator.
- Instructor will provide verbal direction as opposed to hands-on. They will wear a mask at all times, if not exercising, unless in their instructor area.
- Participants must stay home if they show any symptoms (e.g. cough, fever, fatigue).
- Class may be cancelled by instructors if they show symptoms.
- In the event of a participant or instructor showing symptoms during the program, the participant will be asked to remove themselves from the program and seek medical advice. Beyond daily screening, is not up to our staff to do temperature checks, testing or contact tracing. This is the role of the health authority.

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SUMMARY OF PROGRAM CONTROL MEASURES – CONTEMPORARY DANCE (8 & 9 YEARS)

Program description: This is a twice-weekly dance class at the Howard Philips Community Hall. Physical distancing of 3m. Participants are asked to maintain distance as they learn techniques and choreography.

Status: Resuming January 2021.

- Participants can show up to class at least 15 minutes before start (TBD). Please give enough time for the instructor to complete daily verbal screening, attendance, and to complete any required forms.
- Parent(s)/guardian(s) must complete a waiver, Assumption of Risk Form, and Declaration of Compliance form on the first day of class for themselves & their child/ren. Failure to do so means participants will not be permitted entry.
- Parent(s)/guardian(s) must aid in active daily screening before entry.
- Participants are expected to distance (minimum 3m) prior to class and during. We encourage participants to wear a non-medical mask until they are in situated in their designated workout area, to remove during activity, and to replace if going to the washroom or leaving the program.
- We ask that participants avoid aggregating in entryways. If you'd like to catch-up before or after class, outside is safest, while maintaining distance.
- Participants must use the hand sanitizing station at the front entrance but are also encouraged to wash their hands before and after the activity.
- Hand hygiene and physical distancing will be encouraged.
- Handshaking & hugging is discouraged.
- Props* will be assigned to each participant for the duration of the program and stored on-site in labelled bags, distributed by the instructor before start of class.
- Equipment that may be used (e.g. mats) will be cleaned & sterilized between use.
- Instructor will clean high-touch surfaces before and after the start of class (e.g. door handles, chairs).
- Instructor will manage complete record-keeping and report daily attendance and any incidents to the Recreation Coordinator.
- Instructor will provide verbal direction as opposed to hands-on. They will wear a mask at all times, if not exercising, unless in their instructor area.
- Participants must stay home if they show any symptoms (e.g. cough, fever, fatigue).
- Class may be cancelled by instructors if they show symptoms.
- In the event of a participant or instructor showing symptoms during the program, the participant will be asked to remove themselves from the program and seek medical advice. Beyond daily screening, is not up to our staff to do temperature checks, testing or contact tracing. This is the role of the health authority.

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SUMMARY OF PROGRAM CONTROL MEASURES – CREATIVE DANCE (5 – 7 YEARS)

Program description: This is a once-weekly dance class at the Howard Philips Community Hall. Physical distancing is promoted. Participants are asked to maintain distance as they learn techniques and choreography.

Status: Resuming January 2021.

- Participants can show up to class at least 15 minutes before start (TBD). Please give enough time for the instructor to complete daily verbal screening, attendance, and to complete any required forms.
- Parent(s)/guardian(s) must complete a health check, waiver, Assumption of Risk Form, and Declaration of Compliance form on the first day of class for themselves & their child/ren. Failure to do so means participants will not be permitted entry.
- Parent(s)/guardian(s) must aid in active daily screening before entry.
- Participants are expected to distance (minimum 3m) prior to class and during. We encourage participants to wear a non-medical mask until they are in situated in their designated workout area, to remove during activity, and to replace if going to the washroom or leaving the program.
- We ask that participants avoid aggregating in entryways. If you'd like to catch-up before or after class, outside is safest, while maintaining distance.
- Participants must use the hand sanitizing station at the front entrance but are also encouraged to wash their hands before and after the activity.
- Hand hygiene and physical distancing will be encouraged.
- Handshaking & hugging is discouraged.
- Props* will be assigned to each participant for the duration of the program and stored on-site in labelled bags, distributed by the instructor before start of class.
- Equipment that may be used (e.g. mats) will be cleaned & sterilized between use.
- Instructor will clean high-touch surfaces before and after the start of class (e.g. door handles, chairs).
- Instructor will manage complete record-keeping and report daily attendance and any incidents to the Recreation Coordinator.
- Instructor will provide verbal direction as opposed to hands-on. They will wear a mask at all times, if not exercising, unless in their instructor area.
- Participants must stay home if they show any symptoms (e.g. cough, fever, fatigue).
- Class may be cancelled by instructors if they show symptoms.
- In the event of a participant or instructor showing symptoms during the program, the participant will be asked to remove themselves from the program and seek medical advice. Beyond daily screening, is not up to our staff to do temperature checks, testing or contact tracing. This is the role of the health authority.

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SUMMARY OF PROGRAM CONTROL MEASURES – CREATIVE MOVEMENT (0 – 4 + Parent/Guardian)

Program description: This is a once-weekly dance class at the Howard Philips Community Hall. The registrants sign up as parent/guardian and child/ren (up to 3). Having parents with their young child/ren will allow for more physical distancing measures to be enforced that would be challenging for a single instructor to monitor.

Status: Resuming January 2021.

- Participants can show up to class at least 15 minutes before start (TBD). Please give enough time for the instructor to complete daily verbal screening, attendance, and to complete any required forms.
- Parent(s)/guardian(s) **MUST** be in attendance for this program.
- Parent(s)/guardian(s) must complete active daily screening before entry.
- Parent(s)/guardian(s) must complete a health check, waiver, Assumption of Risk Form, and Declaration of Compliance form on the first day of class for themselves & their child/ren. Failure to do so means participants will not be permitted entry.
- Participants are expected to distance (minimum 3m) prior to class and during. Adult participants are to wear a non-medical mask until they are situated in their designated workout area, to remove during activity, and to replace if going to the washroom or leaving the program.
- We ask that participants avoid aggregating in entryways. If you'd like to catch-up before or after class, outside is safest, while maintaining distance.
- Participants must use the hand sanitizing station at the front entrance but are also encouraged to wash their hands before and after the activity.
- Hand hygiene and physical distancing will be encouraged.
- Handshaking & hugging is discouraged.
- Props* will be assigned to each participant for the duration of the program and stored on-site in labelled bags, distributed by the instructor before start of class.
- Equipment that may be used (e.g. mats) will be cleaned & sterilized between use.
- Instructor will clean high-touch surfaces before and after the start of class (e.g. door handles, chairs).
- Instructor will manage complete record-keeping and report daily attendance and any incidents to the Recreation Coordinator.
- Participants must stay home if they show any symptoms (e.g. cough, fever, fatigue).
- Class may be cancelled by instructors if they show symptoms.
- In the event of a participant or instructor showing symptoms during the program, the participant will be asked to remove themselves from the program and seek medical advice. Beyond daily screening, is not up to our staff to do temperature checks, testing or contact tracing. This is the role of the health authority.

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SUMMARY OF PROGRAM CONTROL MEASURES – YOUTH BOXING

Program description: This is a once-weekly indoor boxing class at the Howard Philips Community Hall. The registrants signed up as pairs (2 siblings, two friends) in accordance with public health orders limiting exposure. They do not mix during the program and retain this partner for the 4-week duration. Participants enter the facility, bring their own gloves (can be purchased online or from instructor) and distance as they box in their pairs.

Status: Suspended (TBD)

- Participants can show up to class at least 15 minutes before start (TBD). Please give enough time for the instructor to complete daily verbal screening, attendance, and to complete any required forms.
- Parent(s)/guardian(s) must complete a health check, waiver, Assumption of Risk Form, and Declaration of Compliance form on the first day of class. Failure to do so means children will not be permitted entry.
- Parent(s)/guardian(s) must complete active daily screening before entry.
- Participants are expected to distance (minimum 3m) prior to class and during. We encourage participants to wear a non-medical mask until they are in situated in their designated workout area, to remove during activity, and to replace if going to the washroom or leaving the program.
- We ask that participants avoid aggregating in entryways. If you'd like to catch-up before or after class, outside is safest, while maintaining distance.
- Participants must use the hand sanitizing station at the front entrance but are also encouraged to wash their hands before and after the activity.
- Hand hygiene and physical distancing will be encouraged.
- Handshaking & hugging is discouraged.
- Participants are encouraged to bring their own mat to the class. Other equipment (i.e. bands, mats) will be assigned to each participant for the duration of the program and stored on-site in labelled bags, distributed by the instructor before start of class.
- Equipment that may be used (e.g. bosu balls) will be cleaned & sterilized between use.
- Instructor will clean high-touch surfaces before and after the start of class (e.g. door handles, chairs).
- Instructor will manage complete record-keeping and report daily attendance and any incidents to the Recreation Coordinator.
- Participants must stay home if they show any symptoms (e.g. cough, fever, fatigue).
- Class may be cancelled by instructors if they show symptoms.
- In the event of a participant or instructor showing symptoms during the program, the participant will be asked to remove themselves from the program and seek medical advice. Beyond daily screening, is not up to our staff to do temperature checks, testing or contact tracing. This is the role of the health authority.

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SUMMARY OF PROGRAM CONTROL MEASURES – ADULT MIXED BOXING

Program description: This is a once-weekly indoor boxing class at the Howard Philips Community Hall. The registrants signed up as pairs (2 siblings, two friends) in accordance with public health orders limiting exposure. They do not mix during the program and retain this partner for the 4-week duration. Participants enter the facility, bring their own gloves (can be purchased online or from instructor) and distance as they box in their pairs.

Status: Suspended (TBD)

- Participants can show up to class at least 15 minutes before start (TBD). Please give enough time for the instructor to complete daily verbal screening, attendance, and to complete any required forms.
- Participants must complete a health check, waiver, Assumption of Risk Form, and Declaration of Compliance form on the first day of class. Failure to do so means participants will not be permitted entry.
- Participants must complete active daily screening before entry.
- Participants are expected to distance (minimum 3m) prior to class and during, aside from their household bubble partner. We encourage participants to wear a non-medical mask until they are in situated in their designated workout area, to remove during activity, and to replace if going to the washroom or leaving the program.
- We ask that participants avoid aggregating in entryways. If you'd like to catch-up before or after class, outside is safest, while maintaining distance.
- Participants must use the hand sanitizing station at the front entrance but are also encouraged to wash their hands before and after the activity.
- Hand hygiene and physical distancing will be encouraged.
- Handshaking & hugging is discouraged.
- Participants must bring their own gloves to class.
- Equipment that may be used will be cleaned & sterilized between use.
- Instructor will clean high-touch surfaces before and after the start of class (e.g. door handles, chairs).
- Instructor will manage complete record-keeping and report daily attendance and any incidents to the Recreation Coordinator.
- Participants must stay home if they show any symptoms (e.g. cough, fever, fatigue).
- Class may be cancelled by instructors if they show symptoms.
- In the event of a participant or instructor showing symptoms during the program, the participant will be asked to remove themselves from the program and seek medical advice. Beyond daily screening, is not up to our staff to do temperature checks, testing or contact tracing. This is the role of the health authority.

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SUMMARY OF PROGRAM CONTROL MEASURES – INDOOR WALKING GROUP

Program description: This is a twice-weekly indoor walking group at the Sandspit Community Hall. Participants enter the facility, change into indoor shoes, and walk in circles around the hall. The instructor tracks their

Status: Suspended (TBD)

- Participants can show up to class at least 15 minutes before start (TBD). Please give enough time for the instructor to complete daily verbal screening, attendance, and to complete any required forms.
- Participants and parent(s)/guardian(s) must complete a health check, waiver, Assumption of Risk Form, and Declaration of Compliance form on the first day of class for themselves & their child/ren. Failure to do so means participants will not be permitted entry.
- Participants and parent(s)/guardian(s) must complete active daily screening prior to entry.
- Participants are expected to distance (minimum 3m) prior to class and during. We encourage participants to wear a non-medical mask if they can until they are in situated in their designated workout area, to remove during activity, and to replace if going to the washroom or leaving the program.
- We ask that participants avoid aggregating in entryways. If you'd like to catch-up before or after class, outside is safest, while maintaining distance.
- Participants must use the hand sanitizing station at the front entrance but are also encouraged to wash their hands before and after the activity.
- Hand hygiene and physical distancing will be encouraged.
- Handshaking & hugging is discouraged.
- Indoor shoes please!
- Instructor will clean high-touch surfaces before and after the start of class (e.g. door handles, chairs).
- Instructor will manage complete record-keeping and report daily attendance and any incidents to the Recreation Coordinator.
- Participants must stay home if they show any symptoms (e.g. cough, fever, fatigue).
- Class may be cancelled by instructors if they show symptoms.
- In the event of a participant or instructor showing symptoms during the program, the participant will be asked to remove themselves from the program and seek medical advice. Beyond daily screening, is not up to our staff to do temperature checks, testing or contact tracing. This is the role of the health authority.

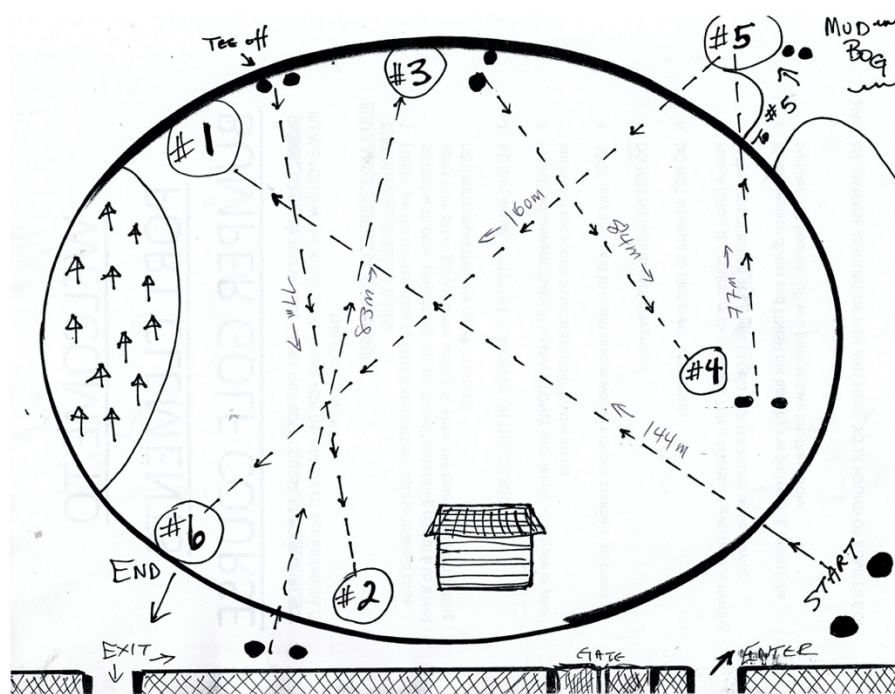
Staying safe is a shared responsibility. These procedures and our combined efforts help to lower the risk of spreading COVID-19, but there is still a risk. Please do your best to abide by these new procedures to ensure we can recreate safely and respectfully *together* on Haida Gwaii.

SUMMARY OF PROGRAM CONTROL MEASURES – BUMPER GOLF (10 participants)

Program description: The Village of Port Clements community park soccer field has been adapted into a mini [bumper golf course](#). In accordance with current public health orders and [return to sport guidelines](#), up to 10 people are allowed to gather in public outdoor spaces (big spaces, same faces!). The Village of Port Clements and HGRRC are supporting volunteer efforts to assemble the course and implement safety measures.

Status: Resuming April 2021

- This facility is use-at-own-risk and this will be clear on signage at entry and throughout the course. A map of the course provides clarity. The map, course rules, and safety plan will be posted on-site and online.
- The course is designed to promote distancing and reduce surface touching (e.g., balls bump into posts with pool noodles on them vs. retrieval from holes).
- Users must bring their own equipment (e.g., clubs, balls).
- Users of the facility must physically distance and mask as appropriate.
- We will limit to 10 users at one time. Emphasis will be on small user groups/pairs from same bubble/household to a maximum of 10 on the course with distancing and masking measures expected. Signage to encourage active daily screening before entry will be posted. Hand sanitizing stations will also be provided.
- Contact information will be posted on-site should for both Village of Port Clements or Haida Gwaii Recreation. If there is persistent misuse of the facility, it will be closed to users.
- Map is below:



Staying safe is a shared responsibility. These procedures and our combined efforts help to lower the risk of spreading COVID-19, but there is still a risk. Please do your best to abide by these new procedures to ensure we can recreate safely and respectfully *together* on Haida Gwaii.

Daily Worker Health Check & Program Checklist – Instructor

Workers must complete a daily Worker Health Check declaration. **Please do not enter this facility if you:**

- Have travelled outside of Canada within the last 14 days
- Have been identified by Public Health as a close contact of someone with COVID-19
- Have been told to isolate by Public Health
- Are displaying any of the following new or worsening symptoms:
 - Fever or chills
 - Cough
 - Loss of sense of smell or taste
 - Difficulty breathing
 - Sore throat
 - Loss of appetite
 - Extreme fatigue or tiredness
 - Headache
 - Body aches
 - Nausea or vomiting
 - Diarrhea

If you are displaying symptoms consistent with COVID-19, refer to HealthLink BC at 8-1-1.

Instructor Name: _____ Program Name: _____

Date	Signature/Initials <i>certifying that you meet entry requirements.</i>

Daily Program Checklist

Set-up

- ☐ Worker Health Check complete before entering facility.
- ☐ Handwashing or hand-sanitizing station available.
- ☐ Open doors and windows to improve ventilation whenever possible.
- ☐ [Visitor Health Check](#), occupancy limits & distancing signage posted on-site for patrons.
- ☐ Exercise stations (2.5m distancing) with equipment set-up prior to participant arrival.
- ☐ Designated instructor area set up with mic + speaker 2.5m away from patrons.
- ☐ Attendance and Participant Health Check + Waivers complete upon arrival. Patrons come dressed.
- ☐ Direct traffic flow and promote distancing before, during and after activity.
- ☐ Staff & patrons to wear a mask indoors when not recreating (e.g. washroom breaks).

First Aid

- ☐ Mask and gloves are available nearby to wear for emergency First Aid.

Take-down

- ☐ All shared equipment has been cleaned and disinfected between use.
- ☐ High-touch surfaces (e.g. door handles, sink faucets, light switches) have been cleaned and disinfected after the program.
- ☐ Complete attendance sent to Recreation Coordinator at coordinator@hgrec.com or uploaded to respective Dropbox folder.