

PGYSA/PG IMPACT INDOOR RETURN TO PLAY PLAN



PGYSA
PRINCE GEORGE, BC

PURPOSE

- The purpose of this plan is to outline the processes for managing safe indoor operations at the PGYSA/PG IMPACT Clubhouse during the COVID-19 Pandemic. This Safety Plan has been developed to ensure the safety, health, and welfare of all our Club members, Staff and Board.

SCOPE

- This document applies to all PGYSA/PG IMPACT facilities, employees and members.

INTRODUCTION

- The COVID-19 response within the PGYSA/PG IMPACT organization commenced in April 2020. The immediate response was to close the Indoor Clubhouse to the public and transition the staff to work from home. In May 2020, core staff (Director & two summer students) initiated work within the Indoor Clubhouse to build Club documentation, Club Video and prepare Return-to-Play plans for the eventual restart of sport. Over the past 6 months we continue evolving our organizational operations to ensure they are in line with the documentation and guidelines released by our governing bodies.

PGYSA/PG IMPACT RISK ASSESSMENT

- The PGYSA/PG IMPACT has implemented extensive inspections of the Rotary Fields and the Indoor Clubhouse. Our Risk Assessment team evaluated all areas at risk for COVID-19 transmission and thus require daily sanitization and cleaning.
 - All buildings and high touch surfaces.
 - Areas where people may gather so that proper spacing can be ensured.
 - Tasks and situations where staff are close to each other or the members.
 - Equipment and machinery that staff share.
 - Illness Protocols.

CONTROLLING THE RISK

- Distance requirements are reinforced in the following areas:
 - Offices
 - Staff Rooms
 - Buildings at the Rotary Fields
 - Where possible, all meetings (Staff, Board) have been moved to online

- platforms (e.g. Zoom).
- All registration platforms have been moved online.
- Administrative Adaptations
 - Only one person is permitted in the bathrooms at the Indoor Clubhouse at one time.
 - Only two people are permitted in the bathroom hallway at one time (while following distance).
 - To avoid congregation and congestion, all staff are to maintain their distancing within all areas of the Indoor Clubhouse. More in depth conversations between staff are required to be moved to a more open areas (e.g. lobby, meeting room, outdoors) where physical distancing is possible.
 - Staff exiting workstations or offices are encouraged to pause, look both ways and then proceed into hallways or walkways.
 - Where the path of two individuals crosses in any space, individuals are encouraged to converse with their colleague to navigate the space. This may mean one person waiting for the space to clear or backtracking to provide space to pass safely.
 - Staff are to clean meeting room chairs and all high touch surfaces at the beginning and the end of meetings.
 - Where operational work cannot be accomplished with physical distancing, staff are to wear a face mask.
 - Staff are encouraged to sanitize or wash hands after handling any external items (e.g., mail).
 - Workers are encouraged to wear gloves when handling cash or, require all payments be done online.

CLEANING AND DISINFECTING

- The PGYSA/PG IMPACT has initiated increased cleaning. Sanitization protocols in line with health guidelines. These include but are not limited to:
 - Increase in sanitization of high touch surfaces/common use areas/equipment.
 - Cleaning of all indoor work locations weekly.
 - Mandatory cleaning of meeting areas before and after use.

STAFF PROCEDURES

- The PGYSA/PG IMPACT has developed and implemented policies and protocols regarding illness during the COVID-19 pandemic. This is outline to the staff as part of our Staff Health and Hygiene Procedure.

- When coaching on the turf field within the Indoor Clubhouse, all staff coaches will work in accordance with the Club safety protocols. Said protocols are based on WorkSafe BC, OFAA Protocols.
- Staff that show any COVID-19 related symptoms should self-isolate and immediately request a COVID-19 test. Should any staff test positive for COVID-19 they should self-isolate for a minimum period of ten (10) days, and only return to work once they are symptom-free for a period of 24 hours. A comprehensive cleaning and disinfecting of all work areas will subsequently be conducted.

COMMUNICATING PROCEDURES WITH STAFF

- The PGYSA/PG IMPACT will be updating all requirements for Clubhouse operations in advance of the opening of the Clubhouse for operations, by the following methods:
 - Email
 - Signage
 - Posters
 - Meetings

MONITORING AND UPDATING

- The PGYSA/PG IMPACT will continue to monitor the situation and follow the direction of WorkSafe and the BC Public Health Authorities. All relevant policies, procedures and protocols will be updated as required and any new directives will be implemented via our standard procedural and communication approach.

STAFF HEALTH & HYGIENE

- **COVID-19 Health Assessment**
 - Every employee suspected or confirmed to have contracted COVID-19, is recommended to stay home to avoid risk of transmission between employees and/or the public. Staff are not permitted to enter any workplace facilities during this time period.
- **Staff COVID-19 Self-Assessment** - Any employee should stay home from work and start to self-isolate immediately if they are experiencing flu or a cold symptoms:

- Fever
- Chills
- Cough
- Shortness of breath
- Sore throat
- Painful swallowing
- Stuffy or runny nose
- Loss of sense of smell,
- Headache
- Muscle aches
- Fatigue
- Loss of appetite

Contact the Northern Health COVID-19 Information line at 1-844-645-7811 for advice. Follow the advice you receive and inform the Club Director.

Health Directives Regarding Travel

Employees returning from travel outside of Canada, will be required to self-isolate for a period of fourteen (14) days before returning to work. Any staff directed by a Public Health Authority to self-isolate must notify the Club Director and comply with the directives provided.

Hygiene Guidelines

- **Hand Hygiene** - Employees must wash their hands or use hand sanitizer:
 - Upon entry to the building and:
 - Before eating/breaks
 - After blowing one's nose, coughing, or sneezing
 - After going to the bathroom
- **Personal Hygiene**
 - Physical greetings such as handshakes and hugs are not permitted.
 - Avoid touching your eyes, nose and mouth with unwashed hands.
 - Cough or sneeze into elbow or with a tissue, then throw the tissue in the garbage. Immediately wash hands for a minimum of 20 seconds or use hand sanitizer with a minimum 60% alcohol solution following.

Keeping Shared Spaces and Equipment Clean

- **Shared Staff Areas and Equipment** - Each work and playing area at the PGYSA Indoor and the Rotary Fields have been provided with a supply of

sanitizing solution and protective latex gloves so that employees may do additional sanitizing as they see fit.

- Staff are advised to clean their personal office spaces/desks as often as they deem appropriate with a recommendation of at least once at the beginning and end of each workday.
- During non-office-based work where common tools are used, staff are required to wear gloves or clean tools between uses.

Facility Admission and Access

- **Facility Admission** - The PGYSA/PG IMPACT is implementing entry and exit points for all visitors to the Indoor Clubhouse. At the entrance, signs are installed to inform patrons that:
 - Patrons must not enter if they suspect they have COVID-19 or if they have any of the known COVID-19 symptoms.
 - Patrons must maintain physical distance of two (2) metres from other patrons and staff.
 - On arrival:
 - All patrons will have their temperature checked by staff as they enter the facility, if required by the health authority.
 - All Patrons must wash their hands with soap and water or use hand sanitizer.

- **Facility Access**
 - Facility access has been outlined with separate entry and exit points.
 - Signage, floor markings and barriers are installed to guide patrons in and out of the building.
 - Physical markers are installed on the floor, which indicate two (2) metre physical distancing for the public waiting in the common/entry area.
 - Only staff are permitted in office space at any time. Absolutely no public or members are permitted in any area of the Clubhouse that is labelled as staff only.
 - Occupancy limits are posted for all Clubhouse areas.
 - Staff and members must leave the building immediately at the end of the workday or following their session.

- **Facility Signage**
 - Do not enter if you are sick or are required to self-isolate.
 - Ensure you maintain a physical distance of two (2) metres from others.
 - Wash hands with soap and water or use hand sanitizer upon entry.

Disinfection and Cleaning Procedures - The following disinfection procedures listed are in response to the COVID-19 pandemic. These measures are in addition to regular facility cleaning procedures. Examples are outlined below.

- **High Touch Surfaces**

- Printers/photocopiers Kitchen appliances/taps
- Counters/tables/chairs/drawers
- Keyboards/Mice/Computers
- Light switches
- Phones
- Doors
- Doorhandles

- **Common Areas**

- Kitchen
- Player's Lounge
- Hallways
- Entrances
- Washrooms

- **Personal Protection**

- Cleaning staff should wear disposable gloves and appropriate personal protective equipment (PPE) for all cleaning tasks, including handling trash. Personal protective equipment should be removed carefully to avoid contamination of the wearer and surrounding area. All track suits/uniforms should be washed after each shift.

- **Cleaning Procedures**

- High touch surfaces are cleaned a minimum of twice per day (at least once during the day and once at night) by cleaning staff.
- Employees are encouraged to clean their own working spaces throughout the day with the cleaning sup

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