

## Orillia Recreation Centre Facility Rules per Covid-19 (August 19, 2020)

### Screening and Sign-in at Entrance

*Refer to detailed procedures in Section 3*

Staff are required to complete a Daily Health Check

Screening form when they arrive at work as outlined in Section

3. Staff must ensure good hygiene and eliminate possibility of cross contamination.

The City of Orillia is responsible for ensuring that there is a staff at the entrance of each facility to conduct a health screening of each person entering the facility. Physical barriers, such as two tables placed side by side, will need to be in place to ensure physical distancing is able to be maintained between staff and facility users.

### Masks/Face Coverings for Recreation Centre Re-Opening

- Staff will maintain physical distance using a table (placed length wise) or other type of barrier and wear a non-medical mask. Hand sanitizer stations will be placed on the sign in table and throughout the building.
- Signs will be posted at the entrance of Facilities.
- The role of the employee is to educate the public and provide awareness regarding the use of masks and need for personal information for contact tracing.
- Staff will educate and encourage participants and facility users to wear a face covering/mask at all times while in the Recreation Centre, however as outlined in the phase 3 document, masks are **only mandatory in common areas within facilities**. Once users enter their specific room, i.e. fitness centre, gymnasium, users may remove masks to perform activity.
- Should a facility user present at the entrance without one, staff will encourage them to obtain one and return, unless there is a medical reason why they cannot wear a mask.
- If a facility user or staff advise that they cannot tolerate a mask or face covering please use the below exemptions. You will be applying an honour system that they cannot tolerate it. No proof is needed.

- If the facility user refuses to wear a mask, the employee will not get in a confrontation with the individual.
- Staff will inform direct supervisor if an individual becomes upset or if you find a large number of individuals are refusing to wear masks.
- Staff will contact direct supervisor or management staff if issues arise at sign in.

### **Exemptions:**

Children under the age of two. These very young children must not wear a face covering because of the risk of suffocation.

Individuals may have a medical condition that makes it difficult to wear a mask. This can include but is not limited to:

- Medical condition, mental health condition, cognitive condition or disability that prevents wearing a mask or face covering
- Medical condition that makes it difficult to breath or someone who is unconscious or incapacitated
- People who are hearing impaired, or are communicating with a person who is hearing impaired, and where the ability to see the mouth is essential for communication
- Individuals, who are unable to put on or remove a mask without assistance
- **Individuals who are partaking in physical activity**

If a facility user, staff or participant is displaying symptoms of COVID-19 at sign-in or during the program, they will be asked to visit a COVID-19 testing assessment centre to be tested. Those with no known exposure can return to work or program once they have received a negative test and are symptom free. Staff report to Simcoe Muskoka District Health Unit as outlined in Section 3.

Regional Assessment Centres locations can be found here: <http://www.simcoemuskokahealth.org/Topics/COVID-19/AssessmentCentresandTesting>

Daily Screening/Health Checks and Sign-In Procedures:

All facility users, will require a [health check/screening prior](#) to entering the facility. Physical distancing and screening information will be posted at the entrances. The signage will inform visitors that if they answer yes to any of these questions, they cannot enter the area.

1. Staff will wear a mask or face covering.

2. Signage will be posted at each entrance, outlining the COVID-19 symptoms and informing users.
3. Staff placed at the entrance of a program or recreation centre will greet participants in a welcoming and friendly manner. Physical barriers, such as two tables placed side by side, will need to be in place to ensure physical distancing is able to be maintained between staff and facility users.
4. Staff will point to the sign and ask if the participants/facility user/parent has any of the symptoms.
5. Staff do not need to read off the list of symptoms, just get a verbal yes or no after person reads sign.
6. **Participant or facility user are required to wear a mask in common areas.** Please see Section 2 for Mask/Face Covering Procedures.
7. Should a facility user present at the entrance without one, staff will not permit entry until they obtain one and return, unless there is a medical reason why they cannot wear a mask.
8. Signage should be placed where it is easily read by multiple people at one time to ensure line up goes as quickly as possible.
9. Staff will direct facility users to look at the posted signage.

User lists will be printed from the scheduling system to gather information needed for the SMDHU for contact tracing.

#### Participant/Staff Illness Occurring During Activity or at Sign-In/Health Check

Any confirmed cases of COVID-19 in a facility user must be reported to Simcoe Muskoka District Health Unit.

Facility users/staff that show any symptoms or answer yes to any screening questions must not be allowed to enter the facility.

As per the COVID-19 Work Protocols for Employees, if you believe you have been exposed to someone with COVID-19 symptoms, you should begin to self-monitor for a period of 14 days and let your Department Head and the Director of HR know as soon as possible.

A “close-contact” is someone who has been face to face for at least 15 minutes, or been in the same closed space for at least 2 hours, with someone who has tested positive for COVID-19 when that person was infectious. When close contact occurs, you should self-isolate. Contact your Department Head and the Director of HR.

If a participant answers **YES** to any of the screening questions, they will be turned away and referred to a COVID-19 assessment centre for testing. They are asked not to return until they have received a negative COVID-19 test.

Any facility user or staff who receive a confirmed diagnosis of COVID-19 or has been exposed to a confirmed case of COVID-19 without the use of PPE, will be excluded from the program for 14 days and must be symptom free, prior to returning to program.

Refer to **Health and Safety COVID-19 Training for Staff** for more information.

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If a Participant/Staff becomes Ill during an Activity or Program

1. Any individuals (staff or facility users) showing symptoms of illness must be sent home immediately.
2. Those who cannot leave immediately, should be sent to a facility identified isolation space where they will be supervised by staff. If necessary (close contact) staff will wear the Infection Prevention Kit (gloves, face shield, gown, mask and maintain physical distancing).
3. If individual with illness is a participant or facility user, staff will record details on a Non-Worker Incident Report Form documenting all symptoms.
4. In the event of serious illness (e.g. individual is disoriented or slips into unconsciousness), call 911 and follow appropriate emergency procedures and follow the appropriate reporting procedures.
5. In the event of a staff illness, staff will contact their immediate Supervisor as soon as they display any symptoms of the virus. The Health & Safety Reporting Procedures listed in the next section will be followed.
6. Any facility user or staff who receive a confirmed diagnosis of COVID-19 or has exposed to a confirmed case of COVID-19 for longer than 15 minutes or without the use of PPE, will be excluded from the program/work for 14 days and must be symptom free, prior to returning to program/work.
7. Any staff who receives a confirmed diagnosis of COVID-19 must notify their Supervisor immediately. Supervisor will contact appropriate personnel.
8. Cleaning/disinfection of the facility user's/participant's or staff's activity space, including washrooms and change rooms and equipment must be conducted once the individual has left.  
Items that cannot be cleaned and disinfected, should be removed and stored in a sealed container for a minimum of 7 days. The Simcoe Muskoka District Health Unit will notify the City of Orillia if a program or facility is required to be closed.
9. All participants/parents/guardians will be notified of the situation and the confirmed diagnosis of COVID-19, if applicable.
10. The SMDHU will provide further instruction if an outbreak is declared.

## Program Illness Outbreak, Tracking, and Notification Procedure

All confirmed cases of COVID-19 must be reported to the Simcoe Muskoka District Health Unit. The Simcoe Muskoka District Health Unit will require names, sign-in sheets, daily COVID-19 Screening Checklists and other documentation. All documentation must be kept and locked in a secure location on a daily basis or electronically saved. The Simcoe Muskoka District Health Unit will use this list to notify and provide instructions for close contacts to self-isolate or self-monitor for COVID-19 symptoms.

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- If staff become aware of a laboratory confirmed diagnosis of COVID-19 among participants, staff will immediately notify Supervisor. Supervisor will notify appropriate personnel.
- Simcoe Muskoka District Health Unit will be responsible for declaring an outbreak and provide further direction.

If the Simcoe Muskoka District Health Unit receives a positive test from a staff or facility user, they will contact the City of Orillia, however this may take time. This is why it is necessary for facility users to communicate directly with location staff.

### Masks for Facility Users/Participants

See Section 2 for details on Mask/Face Covering procedures for facility users and participants

Type of Mask:	Required When:
Non-medical mask or face covering	<ul style="list-style-type: none"><li>• Participants are indoors in common areas and change rooms.</li><li>• Participants are outdoors and unable to maintain 2 meters physical distancing requirements.</li><li>• Participants participating in physical activity are <b>exempted</b> from wearing masks indoors while performing the activity. However, they must be worn in common areas, hallways, change rooms, etc.</li></ul>