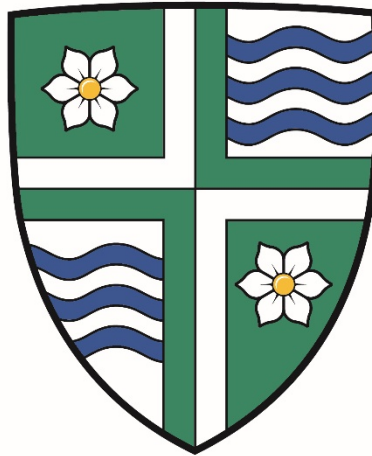


Township of  
**Langley**



Est. 1873

**Safety Guidelines  
for Facility User Groups**

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## Revision History

Date	Version	Notes
2021.03.01	1.4	Draft complete
2021.03.08	1.5	Minor miscellaneous edits after stakeholder feedback.
2021.03.16	1.6	Minor updates including URL for attendance tracking.
2021.03.25	1.7	Minor updates to improve consistency.
2021.03.26	1.8	Update to Appendix D to point to BC CDC guidance.
2021.04.26	1.8.2	Update to Appendix B – Updated face mask guidelines Update to Appendix C – Clarification on Group Gatherings and Physical distance Appendix D – Contact tracing update
2021.05.25	1.8.3	Additional clarification on group sizes.
2021.05.26	2.0	Amendments to align with the Province of BC Restart Plan – Step 1
2021.05.27	2.1	Minor revisions to align with updated guidance fro PHO and viaSport
2021.05.27	2.1.1	Minor amendments to address questions received from user groups.
2021.06.14	2.2	Updated spectator provision to align with BC Restart Plan – Step 2
2021.06.15	3.0	Updates as per updated BC Restart Plan – Step 2

## Safety Guidelines for Facility User Groups

In order to mitigate transmission of COVID-19 and other diseases the Township of Langley has reviewed the most recent information from various sources such as: Public Health Officer (PHO), BC Restart Plan, ViaSport, WorkSafeBC, and British Columbia Recreation and Parks Association (BCRPA) to produce this document with the goal of establishing a safe and healthy environment for both staff and user groups at Township of Langley facilities. The Township will modify this document as guidance changes or to address health and safety concerns. All groups using Township of Langley facilities will adopt these guidelines to minimize ambiguity or confusion around the current guidance and compliant behaviour.

With respect to sport-specific guidance, every sports group must strictly adhere to their National/Provincial Sports Organizations' guidance. Township facility rules, are designed to dovetail into those guidelines and in some cases, meet or exceed that guidance from a health and safety perspective.

While the Township is providing assistance to maintain the core safety plan documentation, it is the responsibility of each user group to prepare, update, and ensure ongoing compliance with this document. To ensure completeness, a user group should add any necessary information not covered in this document into "Appendix F".

### Introduction

By order of the Provincial Health Office (PHO), all organizations must develop a COVID-19 Safety Plan for their operations. The Township of Langley is committed to providing the public and facility users a safe place to gather in a manner that aligns with BC's Restart Plan, the Provincial Health Officers (PHO) guidelines, and other safety requirements established by WorksafeBC that the Township is required to follow.

The health and safety of our community is the primary lens through which the Township bases its decisions with respect to its pandemic response. Therefore, the Township of Langley has established this template to eliminate, reduce and/or control COVID-19 related hazards. This safety guideline is intended to assist facility user groups in laying a strong foundation for the safe usage of Township of Langley facilities.

BC's updated Restart Plan has established 4 steps that will guide a gradually restart of our important social connections, businesses and activities. These plans and other available guidance are considered in this document.

As the facility owner, it is the Township's prerogative to establish rules that it deems necessary to ensure the health and safety of our community. Facility rules may impose restrictions over and above what is stipulated in a public health order, sport-specific guidance, or other 3<sup>rd</sup> party guidance that may be available.

Should a contradiction exist between available 3<sup>rd</sup> party guidance and the guidance outlined in this document, the Township will assess the information through the lens of health and safety and may choose update this document accordingly.

# Five Principles For Every Situation

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

## General Information

### COVID-19 Transmission

COVID-19 is transmitted via liquid droplets when a person coughs or sneezes, but also potentially when they are talking in very close proximity to another person. The virus in these droplets then can enter the body of another person when that person breathes in the droplets or when the droplets touch the eyes, nose, or throat of that person.

COVID-19 can also be transmitted through droplets in the environment if someone touches a contaminated area, then touches their face without cleaning their hands. The virus does not enter the body through skin, it enters through the eyes, nose, or mouth when the person touches their face. Unfortunately, human beings touch their faces very often throughout the day, much more than they realize. Therefore, regular handwashing and cleaning of high touch surfaces is extremely important.

Droplet transmission is much more likely when in close contact in an indoor setting. Transmission is less likely in an outdoor setting, where there is more space for people to keep physically distanced.

However, in the context of sports, even outdoors there can be risks from high-touch surfaces because many sports involve objects that are normally shared among players, coaches, or volunteers (balls, pucks, equipment, etc.).

### COVID-19 Symptoms

The symptoms of COVID-19 are similar to other respiratory illnesses including the flu and common cold. COVID-19 symptoms can range from mild to severe. Sometimes people with COVID-19 have mild illness, but their symptoms may suddenly worsen in a few days. Research shows that some symptoms are more likely related to COVID-19 than others.

Key symptoms of COVID-19 include:

Fever or chills	Cough	Extreme fatigue or tiredness	Nausea
Headache	Loss of smell or taste	Difficulty breathing	Vomiting
Sore throat	Loss of appetite	Body ache	Diarrhea

## Hierarchy of Controls

When considering how to reduce the risk, there is a hierarchy of controls that should be followed. It's important to follow the hierarchy rather than start with the easiest control measures.

The Township has used the WorkSafeBC Hierarchy of Control model, shown in Figure 1, to help reduce the risk of person-to-person transmission. Controls that fall into the top level of protection will be considered first but a variety of controls will be used to address the risks throughout each facility.

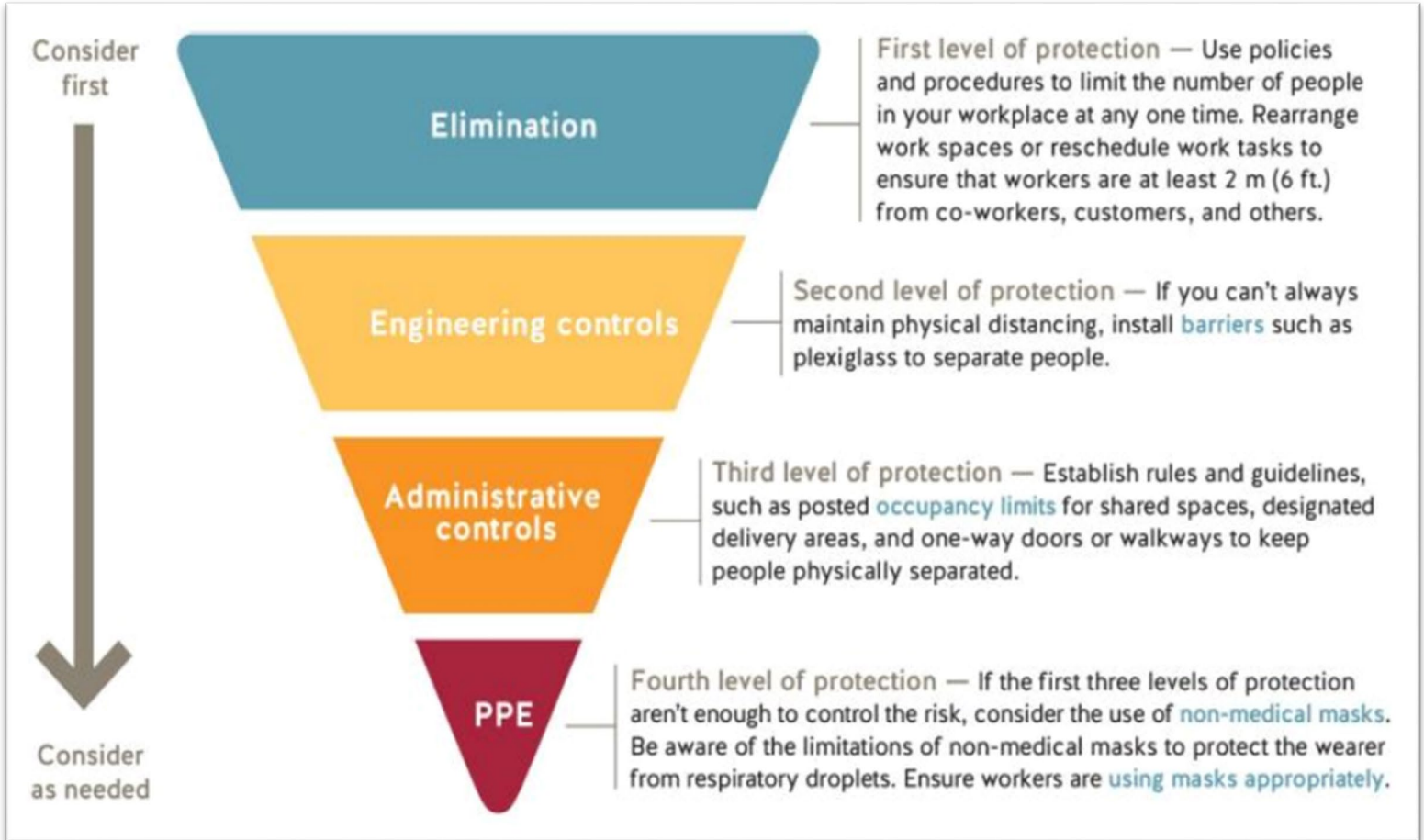


Figure 1: WorkSafeBC's Hierarchy of Controls model (<https://www.worksafebc.com/en/resources/health-safety/checklist/covid19-safety-plan>)

## **Appendix A – Safety Guideline Administration**

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## Appendix B – Hygiene Controls

### General Personal Hygiene Protocol

Practicing good hygiene is an essential and effective part of preventing the spread of COVID-19. Take these measures to protect yourself and others from getting sick:

- Wash your hands often (in addition to routine times such as after using the washroom, before eating and when handling food for the public);
- Cough/Sneeze into your elbow or tissue and throw away;
- Avoid touching your eyes, nose and mouth with your hands;
- Use alcohol-based hand sanitizer if soap and water are not readily available; and
- Provide a sanitizer for your staff and participants to use on a regular basis.

### Enhanced Cleaning

Enhanced cleaning is intended to prevent the transmission of COVID-19 by ensuring that high-traffic surfaces (sometimes referred to as high-touch points) are correctly disinfected on a regular basis. User groups are responsible for wiping down all high-traffic surfaces with sanitizer before and after their session.

Some examples of high-traffic surfaces include: Door Handles, Park Gates/Fences, Locks, Handrails, Push Bars, Pens, Bollards.

Many high touch areas in recreation centres are frequently cleaned by TOL staff as part of the facility safety plan requirements and as such, user groups do not need to disinfect these areas.

### Face Masks

#### Indoor Facilities

Mask usage is required for those twelve years of age and older transitioning through a TOL indoor facility. While masks are not required for those younger than twelve years of age, the Township strongly recommends mask usage for all facility users as an important measure to keep our community safe.

- Participants can remove their masks **during activity only while on the field of play.**
- Individuals not in active participation must maintain 2 metres physical distance and wear face masks.
- All coaching staff must wear a mask at all times including during activity.
- All referees must wear a mask at all times including during activity.

Individuals can be exempt from mask usage regulations if:

- People with health conditions or with physical, cognitive, or mental impairments who cannot wear one;
- People who cannot put on or remove a mask on their own; or
- Any other exemption identified by the Emergency Program Act (EPA) mask mandate.

### **Outdoor Facilities**

- No masks required on the field of play.
- Masks are required off the field of play as per Mask Order (i.e. when 2m physical distancing cannot be maintained)

Individuals can be exempt from mask usage regulations if:

- People with health conditions or with physical, cognitive, or mental impairments who cannot wear one;
- People who cannot put on or remove a mask on their own; or
- Any other exemption identified by the Emergency Program Act (EPA) mask mandate.

### **Shared Equipment and Personal Items**

- Participants have to supply their own equipment and do not share between any other participants.
- All participants must bring their own water bottle. The water fountains are currently not in use.
- Enhanced cleaning protocols, such as cleaning shared sports equipment as stipulated by various sports associations, should be completed and defined by the sports user group in Appendix F of this document.

## Appendix C – Gatherings and Spectators

One of the most important factors in reducing the spread of COVID-19 is to limit the number of people gathering together and to ensure other hygiene controls like physical distancing and mask usage occurs wherever recommended by the most recent guidance from the PHO.

### Group Sizes

#### Indoor

The standard facility rules limit the number of people in a designated area to a **maximum of 50** individuals. This number includes: coaches, assistants, participants, and 2 designated off-floor safety officers per team.

However, please note that the maximum amount of individuals may be less based on a number of factors:

- The specific size of the location or amenity
- The likelihood of crossover between unrelated groups.
- The specific activity

The designated area for each facility booking varies depending on the specific facility. But generally speaking, it includes the activity area and any adjacent or ancillary areas associated with the activity. Please identify your organizations maximum number of participants in Appendix F.

#### Outdoor

The capacity for youth sports (21 and under) is only limited by facility size, safety plan, or PSO.

For adult and varsity sport, the maximum is 50 individuals. This number includes: coaches, assistants, participants, and 2 designated off-floor safety officers per team.

### Game Play and Travel

Practices, games, and competitions are permitted.

Travel for sport is allowed within BC.

### Spectators

#### Indoor

No spectators are permitted.

#### Outdoor

Up to 50 spectators are permitted.

## **Physical Distancing**

### **Indoor**

- Physical distancing (Off the field of play): 2m
- Physical distancing (On the field of play): 0m

### **Outdoor**

- Physical distancing (Off the field of play): 2m
- Physical distancing (On the field of play): 0m

## Appendix D – User Group Outbreak and Illness Plan

### Outbreak and Illness Protocol

All user groups must follow a defined step-by-step procedure in the event that an individual associated with the group (manager, coach, participant, volunteer, parent/spectator) becomes symptomatic to help minimize the transmission of COVID-19.

#### Assessment

1. All participants must complete a self-assessment before beginning each activity to confirm they are not feeling any COVID-19 symptoms.
2. If a participant is unsure or if facility group self-assessment is not available, please complete the BC COVID-19 self-assessment tool <https://bc.thrive.health/covid19/en>.
3. Managers, coaches, or safety leads may visually monitor participants to proactively identify individuals that may be showing COVID-19 symptoms at any time during the activity.

#### Outbreak and Illness Protocol

Prior to an activity, if a participant is feeling sick with COVID-19 symptoms:

1. They should remain at home and contact Health Link BC at 8-1-1.
2. No member may participate in an activity if they are showing any COVID-19 symptoms.

During an activity, if a participant is feeling sick with COVID-19 symptoms:

1. Inform the designated representative from your organization.
2. Go home immediately and contact Health Link BC at 8-1-1.

If a member tests positive for COVID-19:

1. Follow the directions provided by public health officials.

Strictly follow the BC Centre for Disease Control (BC CDC) guidance on all quarantine and self-isolation requirements and protocols. Quarantine/self-isolation guidance can be found at: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/self-isolation>.

## Contact Tracing

All user groups must gather contact tracing information for their event as requirement from the BC public health order. Required information for contact tracing is:

1. First and last name
2. Email or phone number

Township of Langley has created a contact tracing form located at <https://www.tol.ca/covid19/safetyguideline> if you wish to use it. Otherwise, please indicate in your appendix F how you will collect this information.

- The contact information for all facility users (participants, coaches, assistants, off-floor safety officers, spectators, etc.) must be collected.
- The completed form must be emailed to [covid-attendance@tol.ca](mailto:covid-attendance@tol.ca) immediately following the completion of the event unless otherwise approved by the Township's Emergency Operations Centre.

Please note that the contact tracing requirements for participants and spectators remains in place subject to clarification from the PHO

## Appendix E - Definitions

**DSO:** Disability Sport Organizations (DSO's) are not-for-profit organizations that are recognized by their National Sport Organization as the governing body for their sport in the province.

**NSO:** National Sport Organizations (NSO's) are the national governing bodies for their sport in Canada.

**PHO:** The Provincial Health Officer (PHO) is the senior public health official for BC, and is responsible for monitoring and reporting on the health of the population of BC. This office works with the BC Centre for Disease Control and provides independent advice to the ministers and public officials on public health issues. The current PHO is Dr. Bonnie Henry.

**PSO:** Provincial Sport Organizations (PSO's) are not-for-profit organizations that are recognized by their National Sport Organization as the governing body for their sport in the province.

**RHO:** The Regional Health Officer (Fraser Health) is one of five regional health authorities in BC working together with the Ministry of Health, responsible for the delivery of hospital and community-based health services from Burnaby to the Fraser Canyon on the traditional territories of the Coast Salish peoples. The Regional Medical Officer may enact orders in addition to those enacted by the PHO.

**Return to Sport Plan:** Return to sport refers to the process of developing and implementing guidelines for sport organizations to operate safely in BC during this pandemic. Return to sport plans will be unique to each sport and must follow Provincial Health Officer orders and recommendations. One set of guidelines will be created for each sport by the Provincial Sport Organization, and all club and PSO sanctioned activities should follow this set of guidelines.

**Social Distancing:** According to the Provincial Health Officer, **physical distancing** requires keeping a defined distance between individuals to minimize the risk of transmission. It also includes staying at home when you're sick, even if symptoms are mild.

**viaSport:** viaSport is a not-for-profit organization created with the support of the Provincial Government in 2011 to lead the province's sport sector. At the request of the Province of BC, viaSport has led the creation of a set of guidelines on how to resume sport while operating safely during this pandemic.

## **Appendix F**

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## Appendix G – Facility Maps

[TOL to provide standard ingress/egress maps]