

DAWSON CREEK CURLING CLUB

COVID-19 Safety Plan

Version Number	Revision Date	Revision Comments
1	September 9, 2020	None

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Purpose

This COVID-19 Safety Plan is intended to outline the policies, guidelines, and procedures the Dawson Creek Curling Club has established to reduce the risk of COVID-19 transmission.

This Plan has been prepared in accordance with the following Guidance documents:

- WorkSafe BC COVID-19 Safety Plan Template: <https://www.worksafebc.com/en/resources/health-safety/checklist/covid-19-safety-plan?lang=en>
- WorkSafe BC Guidance for Sports & Recreation: <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/sports-recreation>
- Curl BC's **Return to Curling: A Guide for BC Curling Centres**: <https://www.curlbc.ca/wp-content/uploads/2020/07/Return-to-Curling-Guide.pdf>
- Curling Canada's **Return to Play Guidelines: A Resource for Boards of Directors, Volunteers and Managers of Canadian Curling Rinks**: https://www.curling.ca/files/2020/07/CC-Manual_Return-to-Play_CAN_EN.pdf
- BC Recreation and Parks Association **The Recreation & Parks Sector Guideline for Restarting Operations**: <https://www.bcrpa.bc.ca/media/242766/bcrpa-restarting-guidelines-final.pdf>
- ViaSport Sport Activity Chart, BC is currently in the "Progressively Loosen" (phase 3): <https://www.viasport.ca/sites/default/files/SportActivityChartcolour.pdf>
- The following Provincial Health Officer (PHO) Orders:
 - o [Food Service Establishments and Liquor Services](#)
 - o [Workplace COVID-19 Safety Plans](#)
 - o [Mass Gatherings & Events](#)

This plan has been developed by a subcommittee comprised of Dawson Creek Curling Club (DCCC) Board of Directors, a DCCC staff and the DCCC General Manager. This Safety Plan has been reviewed and approved by the Board of Directors. This Plan will be understood by all staff, and volunteers at the DCCC. Please be aware that although the DCCC is currently affiliated with two provincial curling associations (Curl BC and Curling Alberta), DCCC has prioritized Curl BC references over those from Curling Alberta as Dawson Creek falls within the British Columbia jurisdiction.

It is noted that Curl BC's *Return to Curling* Guidelines were developed using viaSport Guidelines, as WorkSafe BC's COVID-19 Safety Plan Template suggests in Step 2 (https://www.curlbc.ca/wp-content/uploads/2020/07/COVID-19_Safety_Plan.pdf). Please see Figure 1 below to better understand the ViaSport Phase BC is currently in and how it applies to the sport of Curling.

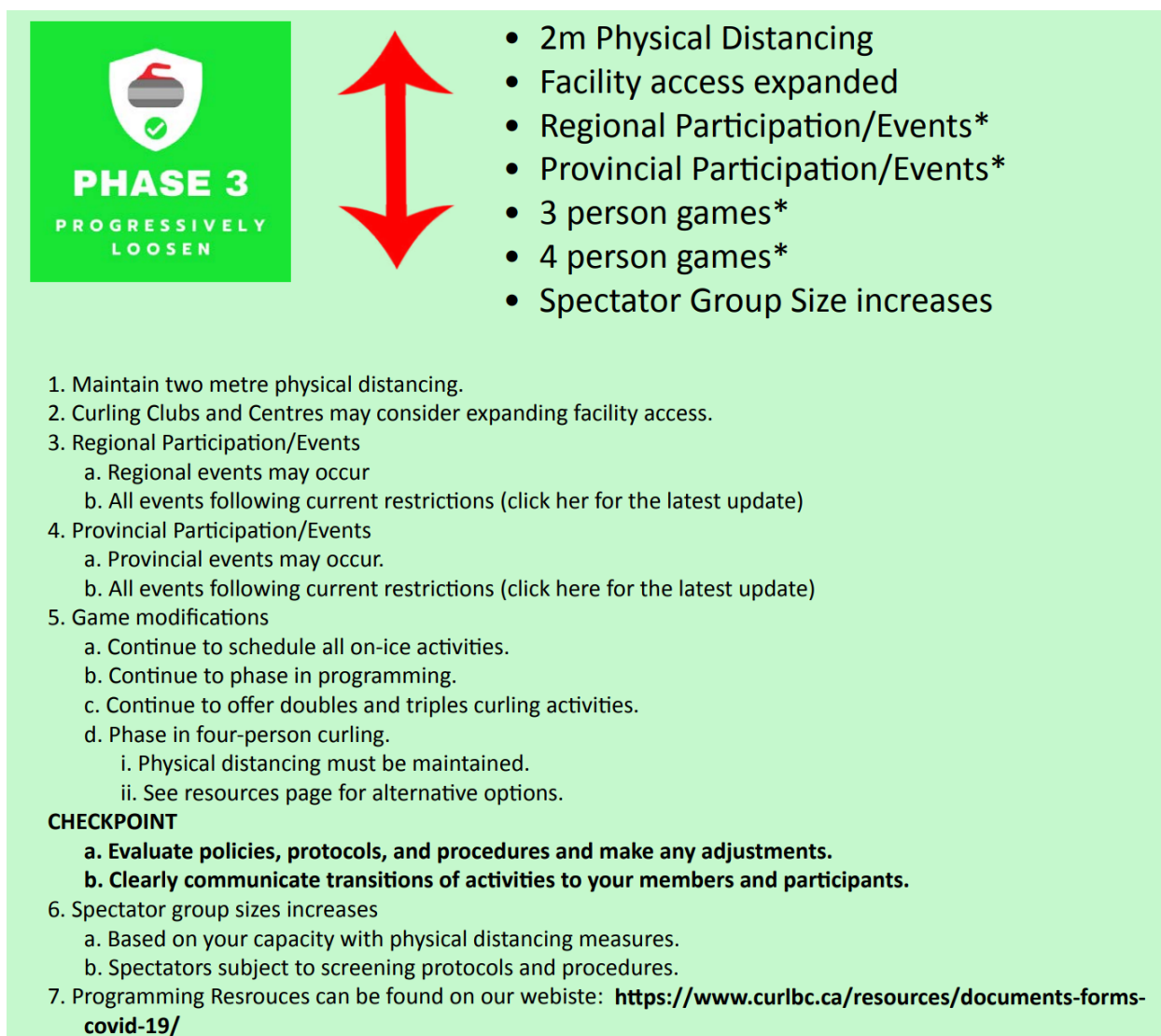


Figure 1- This image summarizes the key points in Phase 3 of the ViaSport Activity Guide as it pertains to the sport of Curling. This image was taken from the Curl BC "Return to Curling Guide": <https://www.curlbc.ca/wp-content/uploads/2020/07/Return-to-Curling-Guide.pdf>.

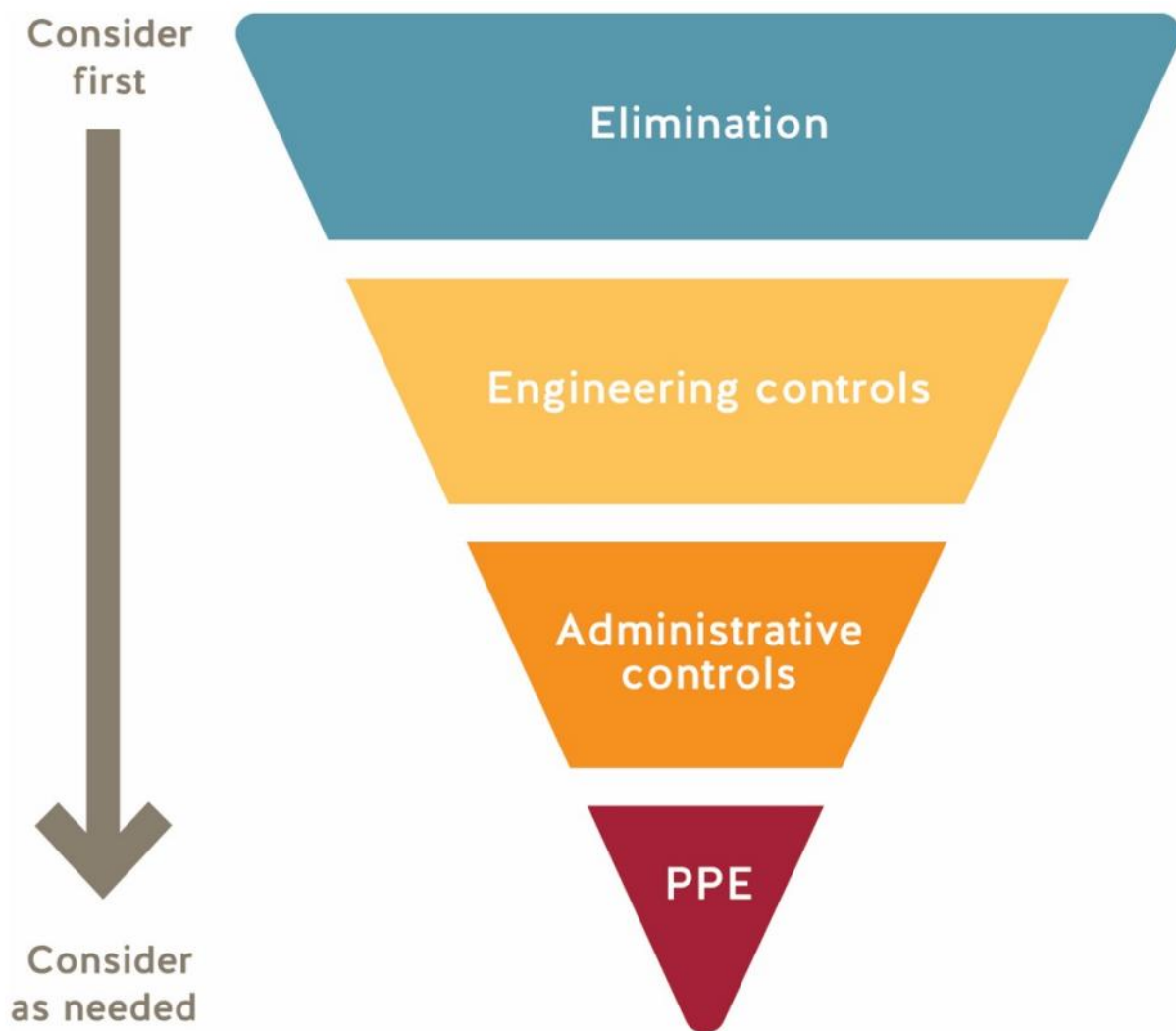
In accordance with the *Workplace COVID-19 Safety Plans* Order issued by the PHO, this Safety Plan will be posted on the Dawson Creek Curling Club website (<https://dccurling.ca/>) and a paper copy will be available at the Curling Club.

Assessing the Risks & Identifying Mitigation Measures at the Dawson Creek Curling Club

This section identifies the COVID-19 risks at the Dawson Creek Curling Club. Risks are identified based on the following criteria:

- Areas where people gather in close proximity
- Areas where there are shared contact surfaces, including tools and equipment which staff or volunteers share while working
- Job tasks and processes where DCCC employees and volunteers work in close proximity

This section also identifies specific mitigation measures for each risk. In accordance with WorkSafe BC COVID-19 Safety Plan guidance (available at this location:<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/sports-recreation>), protocols to reduce risks were developed using the hierarchy identified:



In addition, the DCCC will apply the five principles outlined in Figure 1. These principles were taken from Curl BC's [Return to Curling Guide](#).

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">• Frequent hand washing• Cough into your sleeve• Wear a non-medical mask• No hand-shakes	<ul style="list-style-type: none">• Routine daily screening• Anyone with any symptoms must stay away from others• Returning travellers must self isolate	<ul style="list-style-type: none">• More frequent cleaning• Enhanced surface sanitation• Touchless technology	<ul style="list-style-type: none">• Meet with small numbers of people• Maintain distance between you and people• Size of room: the bigger the better• Outdoor over indoor	<ul style="list-style-type: none">• Spacing within rooms or in transit• Room design• Plexiglass barriers• Movement of people within spaces

Figure 1- The DCCC will apply the five principles outlined above, as seen in Curl BC's "Return to Curling Guide".

Identified risks & Mitigation Measures in the DCCC

Please refer to Appendix A- Risks & Mitigation Measures in the DCCC for a detailed list of transmission risks and mitigation measures.

It should be noted that volunteers at the DCCC are a critical part of the Club's operation. The role volunteers take is highly varied, but there are many dedicated volunteers who will be exposed to the same shared contact surfaces and close proximity risks as DCCC staff. To mitigate this risk, all volunteers will be required to comply with this COVID-19 Safety Plan. Please refer to Appendix A for additional mitigation measures.

The following general mitigation measures to reduce transmission risks have been adopted and are consistent with recommended protocols on the WorkSafe BC website for Sport and Recreation facilities (<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/sports-recreation>):

- Post signage in the DCCC to clearly communicate policies on who can be at the DCCC, which includes following the guidance of the provincial health officer and the BC Centre for Disease Control (CDC) around self-isolation:
 - anyone who has had symptoms of COVID-19 in the last 10 days must self-isolate at home; symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat and new muscle aches or headache.
 - anyone under the direction of the provincial health officer to self-isolate must follow those instructions.
 - anyone who has arrived from outside of Canada must [self-isolate for 14 days and monitor](#) for symptoms.
- [Establish and post occupancy limits](#) for the facility (patrons and staff) to accommodate physical distancing of 2 metres between individuals or family groups/units.

- Arrange spectator areas so that standing, and seating areas provide at least 2 metres of physical distancing to be maintained between people. Note that the [provincial health officer's order prohibiting mass gatherings](#) applies to the fans and spectators at sporting events.
- Post occupancy limits for shared workspaces such as break rooms and utility rooms. Occupancy limits will also be posted for small rooms where it is difficult to physically distance.
- Ensure physical distancing can be maintained between workers, participants and the public throughout the workplace including the Pro Shop and the bar. Where physical distancing is not possible, plexiglass barriers will be used to assist in reducing transmission risks, such as at point of sale locations.
- Install physical markers on the floor that indicate appropriate 2 metre spacing distances for patrons waiting in line.
- One-way arrows and signage will be used to limit congestion in the stairwell and throughout the building. Staff and league convenors will assist with providing oversight to ensure flow directions are being adhered to.
- Handwashing or hand sanitizing stations will be available throughout the facility.
- Posters will be prominently displayed throughout the building to encourage physical distancing, hand hygiene, occupancy limits, COVID-19 prevention (please refer to "Appendix B: Posters to be displayed" to view the posters which will be used).
- Emergency evacuation procedures and mustering arrangements have been reviewed to support physical distancing requirements in the case of building evacuation. Increased communication regarding emergency evacuation procedures and mustering arrangements to staff, volunteers and building users will occur.
- Credit cards will be the preferred method of payment. Cash will be accepted. Hygiene practices have been established to ensure hands are sanitized after handling cash or cards from the public.
- Where appropriate, doors will be propped open to reduce the need to touch door handles. Fire code provisions will be observed.
- Delivery personnel/suppliers should drop off goods at a designated delivery location. Limit the exchange of paperwork; use electronic signatures on contracts or delivery forms.
- Where appropriate, create small work "pods" or crews that work together exclusively to minimize the number of interactions. Keep crews consistent across work shifts. The DCCC will strive to maintain a smaller staff and employ fewer casual workers.
- First Aid Attendants will review the WorkSafe BC Occupational First Aid Protocols during the COVID-19 pandemic guidance: <https://www.worksafebc.com/en/resources/health-safety/information-sheets/ofaa-protocols-covid-19-pandemic?lang=en>

Additional Protocols to reduce the risks of transmission

Food and beverage guidelines have been developed for the DCCC: [Food and Beverage Guidelines](#).

Event Management is a component of the DCCC's business. A COVID-19 Appendix will be added to rental agreements for events hosted at the DCCC: [Events at the DCCC COVID-19 Appendix](#). Participants at events hosted at the DCCC will also be required to sign the DCCC's COVID-19 Declaration of

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Compliance (please refer to the Communication Plans and Training section for a link to the Declaration), or a similar form provided by the Event Host.

A cleaning protocol specifically for the Lounge area has been developed for the DCCC: [Lounge Cleaning Protocol](#)

The WorkSafe BC Cleaning & Disinfecting Guidelines will be followed:

<https://www.worksafebc.com/en/resources/health-safety/information-sheets/covid-19-health-safety-cleaning-disinfecting?lang=en>

A list of cleaners have been published by Health Canada: <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>

Policies

The following applies to all who use the DCCC:

- 1) All Club users will adhere to the DCCC Illness Policy.
- 2) Anyone who is ill or exhibiting any of the symptoms listed in point 4 below must stay home.
- 3) Anyone who has been directed by Public Health to self-isolate must stay home.
- 4) Anyone who has arrived from outside of Canada must self-isolate for 14 days and monitor for COVID-19 symptoms, as per the following Provincial Health Officer Order:

<https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/reports-publications/covid-19-pho-class-order-travellers.pdf>

COVID-19 symptoms include (<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/symptoms>):

- Fever
 - Chills
 - Cough or worsening of chronic cough
 - Shortness of breath
 - Sore throat
 - Runny nose
 - Loss of sense of smell or taste
 - Headache
 - Fatigue
 - Diarrhea
 - Loss of appetite
 - Nausea and vomiting
 - Muscle aches
- 5) Anyone who develops symptoms while at the Club should isolate themselves immediately and arrange to leave the Club as soon as possible. A DCCC staff member should be notified or if no staff member is available, the League Convenor should be notified.
 - 6) Employees who develop symptoms while at work should isolate themselves immediately, wear a mask and go home as soon as possible.

Communication Plans and Training

The General Manager is responsible for ensuring DCCC staff are aware of the following expectations:

- Communicate new DCCC policies to ensure workers understand who can be at the workplace, which includes following the guidance of the Provincial Health Officer and the BC CDC around self-isolation:
 - anyone who has had symptoms of COVID-19 in the last 10 days must self-isolate at home; symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat and new muscle aches or headache.
 - anyone under the direction of the provincial health officer to self-isolate must follow those instructions.
 - anyone who has arrived from outside of Canada, or who is a contact of a confirmed COVID-19 case, to [self-isolate for 14 days and monitor](#) for symptoms.

The Safety Plan will be shared with staff, volunteers, Membership, and parents of minors prior to the re-opening of the Curling Club. Participants will have additional forms to complete which will assist in conveying some of the new policies outlined in this Safety Plan. New forms required are:

- 1) [DCCC Illness Policy](#)
- 2) [Waiver of Liability: 19 Years of Age and over](#)
- 3) [Assumption of Risk: Under 19 Years of age](#)
- 4) [COVID-19 Declaration of Compliance Form](#)

In addition, the DCCC has developed a “Return to Play” Handbook to summarize the changes in place at the Curling Club to reduce the risk of COVID-19 transmission. The *Dawson Creek Curling Club 2020-2021 Handbook: Our COVID 19 Return to Play Plan* can be found on the Dawson Creek Curling Club website: [DCCC-ReturntoPlayHandbook v1 09-09-20.pdf](#)

Monitoring the Dawson Creek Curling Club and updating the COVID-19 Safety Plan

All DCCC Membership, Staff, Board of Directors, and facility users will be encouraged to provide feedback on how the COVID-19 Safety Plan is working. It is important to recognize this is a living document that will require updates. It is equally important that updates are completed in a timely manner, to ensure the safety of all who work in and utilize the DCCC.

Assessing and Addressing risks from Resuming Operations

Training plans have been developed for staff and volunteers at the DCCC. Some key points which will be communicated to staff and volunteers prior to resuming operations are:

1. Educate staff/volunteers on public health information and expectations, especially those related to return to curl guidelines and this safety plan.
2. Educate all on Illness Policy that applies equally to staff/volunteers
3. Conduct routine daily symptom screening for all staff/volunteers using Covid-19 self assessment

tool found at <https://bc.thrive.health/covid19/en>.

4. Implement enhanced hygiene protocols:
 - a. Frequent and proper handwashing.
 - b. Ensure adequate and accessible hand-washing facilities or sanitizer.
 - c. Policies stating when staffing need to wash hands, such as: upon arrival at work, before/after breaks, after touching common equipment or frequent touch points in the club.
 - d. Reminders to avoid touching eyes, nose, and mouth, and to use proper cough and sneeze etiquette
5. Implement measures for staff/volunteers to maintain physical distancing.
 - a. Adding barriers such as a washable, rigid, impermeable shields (e.g. plexiglass) at locations where distancing is difficult.
 - b. Stagger shifts and breaks.
 - c. Manage use of and interactions in shared spaces and ensure physical distance can be maintained in these spaces.
 - d. Limit in-person meetings, training and staffing engagements and meet virtually when possible.
 - e. Communicate where possible through email, text and/or phone.
6. Ensure Personal Protective Equipment such as gloves, masks, and face shields (the “PPE”) is on hand and available to staffing. PPE must be utilized when the risk of exposure is high (cannot maintain distancing for a prolonged period).
 - a. Train staff on how to effectively use and dispose of PPE.
 - b. Ensure PPE is not used to substitute for more effective safety measures (distancing, hygiene)
 - c. Refer to WorkSafe BC on specific requirements.

Appendix A: Risks & Mitigation Measures in the DCCC

Dawson Creek Curling Club Risks & Mitigation Measures Summary Table

Risk Type	Site Specific Risks	Mitigation Measures- All mitigation measures apply to ensure risks are addressed
Shared Contact Surface Risks	<p>Throughout building: Door handles, light switches, surfaces throughout bathrooms, cleaning and maintenance equipment, handrails, windowsills, table/counter tops, chairs, cash and debit/credit machines, bulletin boards, magazines and paper products</p> <p>Main floor: tables and chairs, pop machine, locker room benches, lobby bench, curling equipment provided by the DCCC for Members to borrow</p> <p>Second floor: Liquor products, bottles, service utensils at bar, sound system apparatus, tv remotes, self-serve coffee stations</p> <p>Pro Shop: Desk, computer, merchandise</p> <p>On ice: curling rocks, score boards, benches, measuring devices, water station, ice maintenance equipment. Note there are two doors from the main viewing area to enter the ice surface and there are four emergency exits which lead from the ice surface to outside.</p>	<p>Excess furniture or shared contact surface items will be removed wherever possible.</p> <p>Where it is not possible to eliminate shared contact items, access will be limited wherever possible.</p> <p>Hand sanitizer will be readily available</p> <p>Gloves will be available for staff and volunteers, but do not replace good hygiene and hand washing.</p> <p>Enhanced cleaning protocols</p>
Close Proximity Risks	<p>Throughout building: hallways, bathrooms, stairwells</p> <p>Main floor: lobby, viewing area (particularly before and after curling games), Pro Shop, changing rooms, concession</p> <p>Second floor: lounge area, viewing area</p> <p>On ice: before and after games, entering and exiting the ice area and during the curling game</p> <p>Activities: Ice installation and ice maintenance activities, event set up activities, food, and bar service</p>	<p>Physical distancing will be the primary method of avoiding close proximity risks. Physical distancing is expected of staff, volunteers, and participants. Physical distancing posters will be prominently displayed throughout the building.</p> <p>Markings on the floor and in the ice will be used to help participants social distance.</p> <p>A traffic flow pattern has been established and will be clearly marked throughout the building. Curling game start times will be staggered to reduce the number of participants in one area of the building at a given time.</p> <p>Occupancy limits have been determined and will be posted throughout the building.</p> <p>At transaction locations, such as at the Pro Shop, concession, and the bar, plexiglass barriers will be installed.</p> <p>Staff and volunteers will wear masks and/or work in pods when physical distancing is not possible.</p>

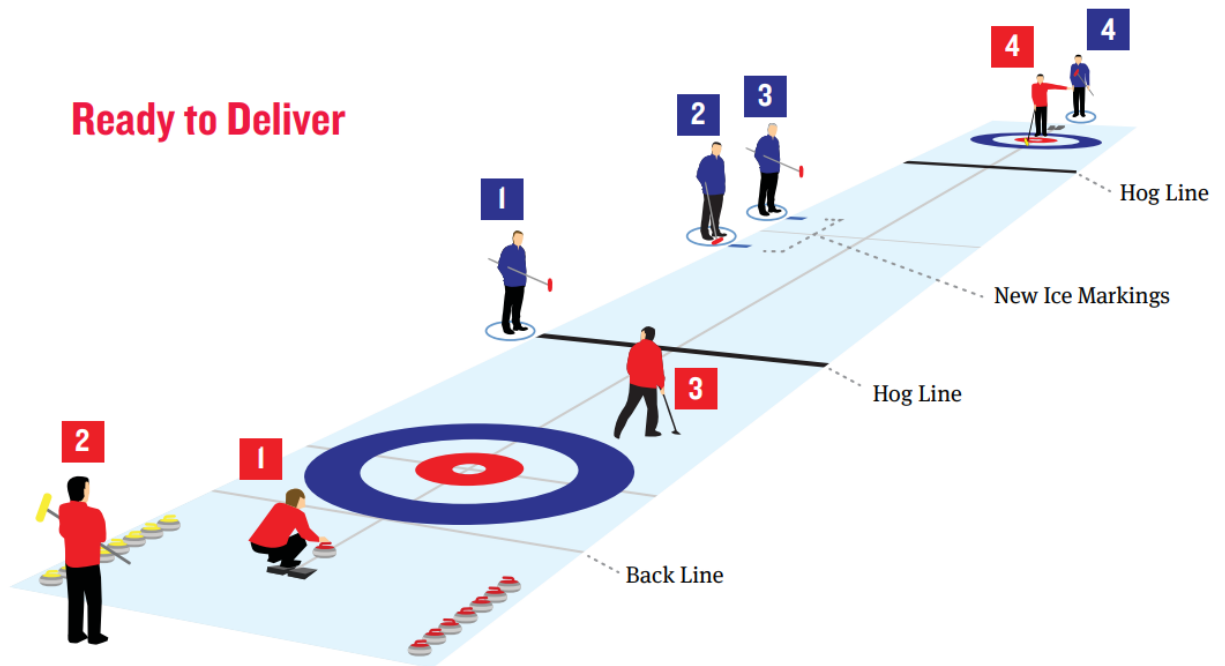
Risk Type	Site Specific Risks	Mitigation Measures- All mitigation measures apply to ensure risks are addressed
Dual Shared Contact Surfaces & Close Proximity Risks	<p>Ice installation and maintenance activities have historically involved shared contact surfaces while potentially in close proximity to a staff or volunteer.</p> <p>Elevator</p> <p>Lounge and Concession areas</p>	<p>Staff and volunteers will be trained and familiar with the Safety Plan and the guidelines referenced within it. Handwashing will be promoted, and hand sanitizer will be readily available.</p> <p>Staff and volunteers will conduct their own well-being check and have their temperatures checked when starting shifts.</p> <p>Staff and volunteers will wear masks and/or work in pods when physical distancing cannot be maintained.</p> <p>Occupancy limit will be posted, and the elevator will be cleaned regularly. Hand sanitizer will be available throughout the building.</p> <p>Food and Beverage guidelines have been developed, the PHO Order for Food Establishments and Liquor Services will be followed.</p>

Appendix B: Posters to be displayed

Posters will be prominently displayed throughout the DCCC:

- 1) Wash your Hands poster: <https://www.curlbc.ca/wp-content/uploads/2020/07/wash-your-hands.pdf>
- 2) Wash your hands poster: https://www.curlbc.ca/wp-content/uploads/2020/03/COVID19_Handwashing-Poster_MD-offices.pdf
- 3) If you're sick poster: <https://www.curlbc.ca/wp-content/uploads/2020/07/If-youre-sick.pdf>
- 4) BC Centre for Disease Control, do not enter if sick or self isolating poster: https://www.curlbc.ca/wp-content/uploads/2020/03/COVID19_DoNotEnterPoster.pdf
- 5) Physical Distancing poster: https://www.curlbc.ca/wp-content/uploads/2020/03/COVID19_PhysicalDistancingPoster.pdf
- 6) Coronavirus prevention poster: <https://www.curlbc.ca/wp-content/uploads/2020/03/COVID19-Prevention.pdf>
- 7) Occupancy Limit signs: <https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-occupancy-limit?lang=en>
- 8) Markings to identify socially distant standing locations: <https://www.curlbc.ca/wp-content/uploads/2020/07/take-out-covid19-decal-white-background-no-logo.pdf>
- 9) BC Centre for Disease Control masks poster: http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_SurgicalMaskPoster.pdf
- 10) Ice layout poster: <https://dccurling.ca/data/130/documents/8%20sheet%20diagram%20DCCC.pdf>

- 11) On Ice physical distancing poster, please note additional “Freeze Here” decals will be placed in the ice surface to remind curlers to be physically distant while curling:



Appendix C: Outbreak Protocol

Confirmed Case Toolkit

Updated: August 25, 2020

Confirmed Case Incident Checklist

- Remain calm.
- Provide the individual with a surgical mask (if available).
- Recommend the individual to return home to call their public health line or offer the individual a designated quarantine room for privacy and comfort while they contact the health authority.
- Wash your hands for 20 seconds with soap and water.
- Designate someone in leadership to contact the provincial health authority (811).
- Determine the areas of the club in which the participant had presence such as entrance, locker rooms, office, ice surface, etc.
- If during operating hours, either temporarily restrict access to the areas in which the participant was present in order to complete a deep clean of high touch areas, or temporarily close the club to complete a deep clean if exposure cannot be contained.
- Determine the participant's club access for the last weeks to ensure you know areas that need to be sanitized and confirm completion.
- If it is an employee who is presumed to have contracted the virus in the workplace while performing their duties, reporting the workplace illness to WorkSafe BC.
- Conduct appropriate internal notification of impacted curlers, staff, and spectators, in accordance with privacy guidelines. Recommend self-monitoring and if any symptoms are developed, to self-isolate immediately and call the provincial health line.
- Comply with other recommendations that may be made by the public health authority, Curl BC, or Curl Canada.

Determining Whether the Club Should Remain Open or Temporarily Close

There are several considerations when determining whether a location should temporarily close until proper cleaning can occur, which include but are not limited to:

- Was the person who tested positive in direct contact with participants, staff, or spectators?
- What sort of direct contact occurred? How close was the person to others?
- How quickly can the affected area be sanitized?
- What is the club's capacity to ensure proper hygiene and cleaning can regularly occur?

Take all necessary steps to immediately isolate potentially affected participants, staff, or spectators. Ensure a thorough clean/sterilization of the location and assess whether it is safe to have the club remain open or close.

Privacy Considerations

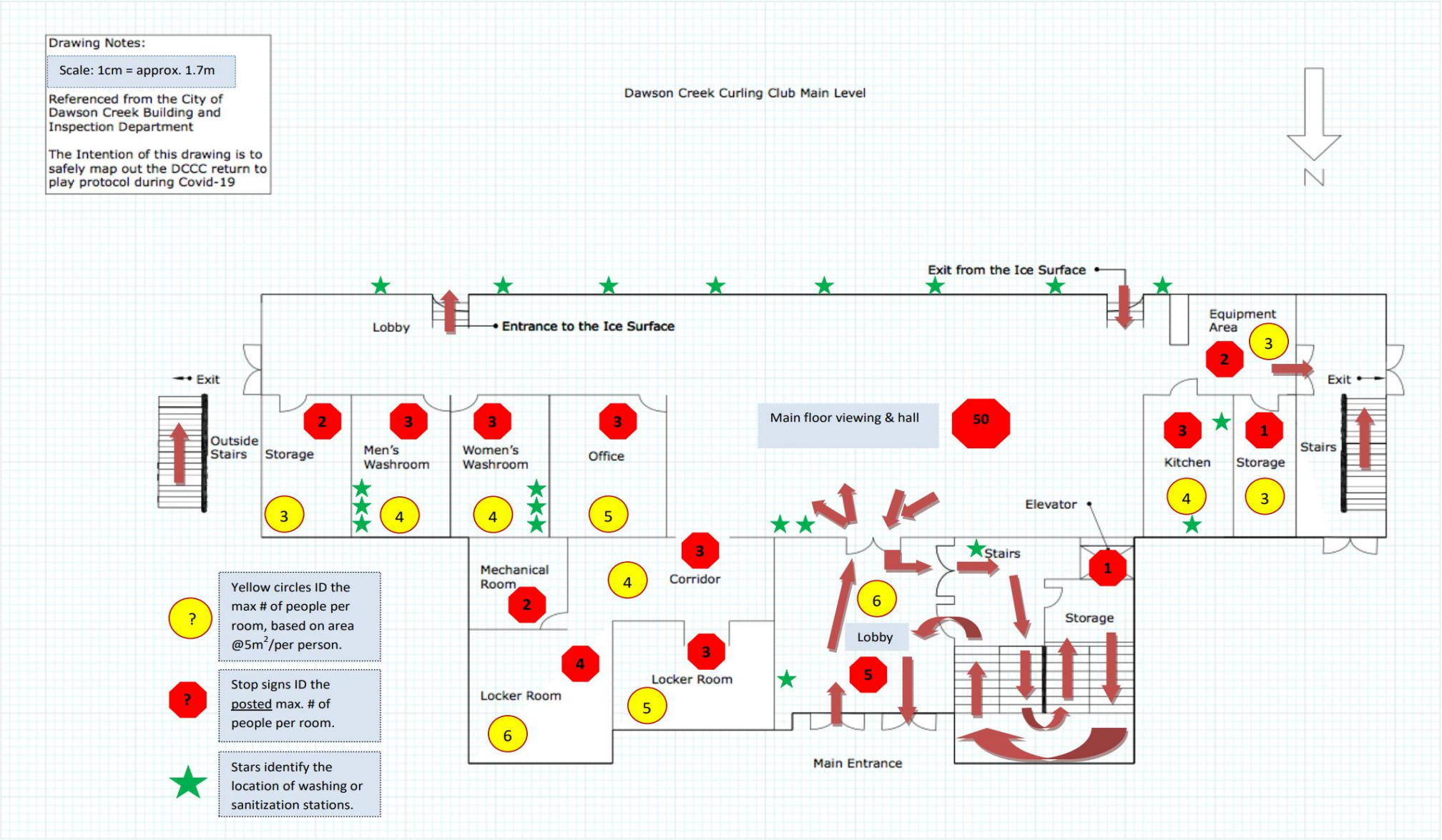
The curling club may have to collect, use, and disclose personal information in partnership with local health authorities in order to prevent or manage the risk and/or reality of COVID-19's rapid spread and to ensure the continued safety of the workplace. In cases of possible COVID-19 exposure, the curling club is faced with the difficult task of balancing that individual's right to privacy with the obligation to maintain a safe space.

In carrying out any notifications, the curling club should make reasonable efforts not to disclose information that might (alone or together with publicly available information) identify the individual who may have or been exposed to COVID-19. To that end, below are some guiding principles regarding notification:

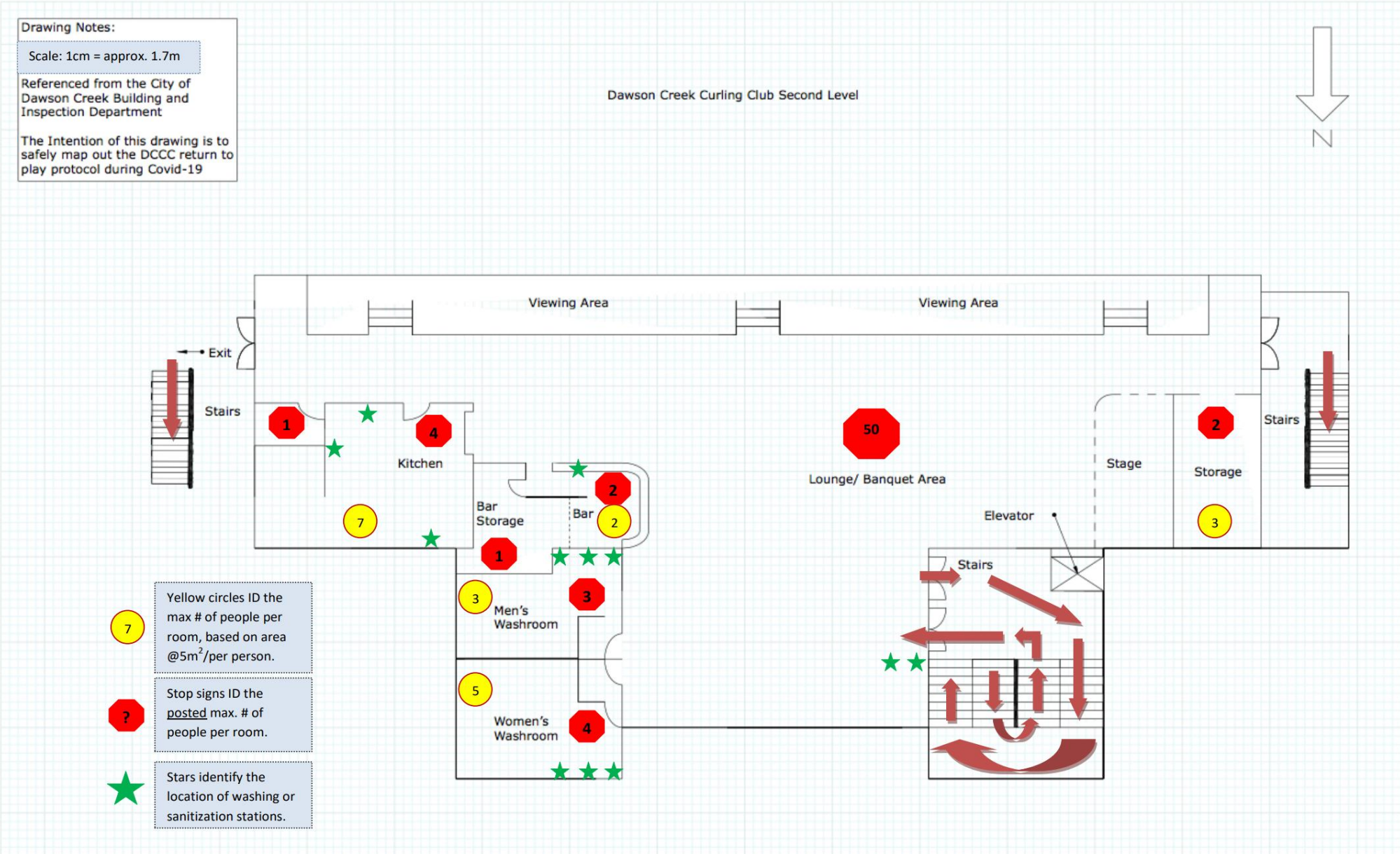
- Do not provide information regarding:
 - o The name, date of birth, or other identifiers of the COVID-19 subject individual.
- You can provide information such as:
 - o The fact that a participant was potentially exposed to COVID-19
 - o If known:
 - Date(s) of their potential exposure; and
 - The extent and circumstances of their potential exposure

Appendix D: Floor Plans

Main Floor



Second Floor



Appendix E: Masks

Masks will be used in accordance with the BC's Center for Disease Control guidance and WorkSafe BC Guidelines:

<https://www.worksafebc.com/en/resources/health-safety/information-sheets/covid-19-health-safety-selecting-using-masks?lang=en>

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/prevention-risks/masks>