



# COVID-19 Safety Plan

## Abilities Centre COVID-19 Safety Plan – Snapshot Summary

This snapshot provides employees, tenants, members/patrons, clients and guests entering the workplace a summary of what actions we are taking to help keep everyone in our workplace safe. The health and safety of all is our highest priority, and a core value. Abilities Centre takes every precaution to ensure a safe environment, working closely with Ontario ministries and local health authorities, and adapts to changing condition by implementing new policy, procedures and protocols as needed.

**Business name:** Abilities Centre

**Division/group:** N/A

**Date completed:** 2020-05-25

**Revision date:** 2021-02-12

## Measures we're taking

How we're ensuring employees know how to keep themselves safe from exposure to COVID-19

- Guidance has been provided via documentation, signage, training, and management support. Information is shared as policy, procedures and protocols, in training, and in the internal collaboration application Teams (cloud-based employee resource, available anywhere via internet browser). Communication (email, meetings, channels, chat, files) is on-going and frequent, and updated as required. Abilities Centre monitors all available COVID-19 guidance from Ontario Ministry of Health and Durham Region Health Department authorities and follows directives specific to various ministry stakeholders of our programs and services (Education; Children, Community and Social Services; Seniors and Accessibility).
- Documentation -
  - Abilities Centre has written policies and procedures in place
  - The Abilities Centre's joint health and safety committee (JHSC) monitors compliance and new developments, which is documented in monthly meeting minutes



# COVID-19 Safety Plan

- Safety Plan, protocols and all related procedures are readily available for any staff member to view on safety bulletin boards and access online
- A training program to support the safe implementation of recommended precautions has been provided to all workers and additional training will be provided as needed.

## How we're screening for COVID-19

- Abilities Centre utilizes rigorous screening of all people prior to any admittance to the facility, every time (no exceptions, staff and tenants included). Screening is conducted by Staff including Management, fully trained in assessment procedures and the provincial list of COVID-19 symptoms, working in rotational shifts. Tracking of traffic in and out, specific to purpose/location of visit, ensures facility capacity is not exceeded.
- All those who do not pass the screening will be denied entry to the facility and will be advised to self-isolate immediately and encouraged to get tested.
- Guests of Abilities Centre or tenants must be scheduled in advance, and names provided to Assessment Station.
- Patrons or workers who become unwell while at the facility will be instructed to immediately separate themselves from others. They will be directed to go home immediately (if possible, with private transportation, avoiding taxis, ride shares, and public transit) and encouraged to get tested.

## How we're controlling the risk of transmission in our workplace

- Every effort has been taken, and will be supported continuously, to maximize distance and separation, reduce transmission from surfaces and objects, and support good hand and respiratory hygiene. Building control systems have been set to maximize air flow and filtration. Employees have been active in preparations for re-opening and continue to provide feedback and ideas about different ways of working.

### **Physical distancing and separation**

- Every person who engages in sports or a recreational fitness activity at Abilities Centre, other than a team sport, must maintain a physical distance of at least two metres from every other person at all times during the activity.



# COVID-19 Safety Plan

- Number of people permitted in areas/rooms/spaces and total capacities will depend on current zone restrictions declared by public health authorities: Green/Prevent, Yellow/Protect, Orange/Restrict, Red/Control and Grey/Lockdown. These zones/restrictions will vary over time; current conditions will be posted and communicated to patrons and staff.
- Individual and team sports are permitted in facilities for sport and recreational fitness, in accordance with indoor and outdoor gathering limits for each space and the specific rules for team sports and organized team sports. (Director, Sport & Recreation)
- Reservations required for all activities, i.e., classes, space/rooms bookings, courts, equipment, and programming
- All programs stay in assigned room(s) during program duration
- Accommodation for shortest distance will be provided by clearing of route for people with mobility or other support requirements
- Staggering schedules for the use of all the amenities in the facility (e.g., workout areas, classes, rinks, courts, spectator viewing, etc.) to support patron flow and physical distancing in common areas (including entrances, exits, stairwells, elevators)
- Patrons will exit the facility once their activity is completed.
- Patrons playing team sports that are not part of a league will be encouraged to play with patrons in their household or social circle if they cannot maintain physical distance of at least two metres.
- Physical distancing greater than two metres in all directions has been implemented for fitness activities with high intensity (e.g., rapid inhalation, deep exhalation) and/or range of movement (e.g., dance fitness, medicine ball or kettlebell exercises).
- For classes with significant movement, patrons are assigned a designated area in which they can move freely without impeding on other participants. Taped outline floor markings are used to visualize these boundaries. Patrons should stay in their designated area. Class sizes are adjusted accordingly to ensure physical distancing can be maintained at all times.
- For group fitness class instruction:
  - Instructors follow physical distancing requirements and remind patrons of adhering to physical distancing and following infection prevention and control practices.



# COVID-19 Safety Plan

- Instructors use of headset microphone supports physical distancing and reduces the need for shouting or walking around.
  - Patrons are discouraged from sing along to the music or shout back at the instructor.
  - Patrons are encouraged to arrive prepared and appropriately attired to begin their activity and limit exposure to others in common areas, such as change rooms before or after their activity.
  - Patrons are encouraged to wait either in a vehicle or physically distanced outside before their activity.
- Change rooms and washrooms have capacity restrictions.
  - Several activities related to programs and services have expanded to online offerings (e.g., online fitness classes) to reduce the burden on in-person activities.
  - Remote-capable workers will continue work-from-home (WFH) practices on alternating schedule, to limit on-site office capacity.
  - Traffic up/down ramp and stairways will be one way, by interval when necessary.
  - One-way traffic flow and physical distancing markers, stanchions, floor decals, high-visibility/high-contrast floor lines using tape; wide hallway on second floor will be divided into two lanes using tape at centre for median.

## Cleaning

- Thirty minutes is allocated for cleaning and disinfecting at scheduled intervals throughout entire day (e.g., between session/class bookings), thus increasing the frequency of sanitization of frequently touched surfaces and common or shared spaces, such as washrooms, lobbies, change rooms, areas for workouts and classes, and workout equipment.
- Patrons arriving for next scheduled block of time will only enter after the previous cohort of patrons have exited and the cleaning/sanitizing procedures have been completed.
- Alcohol-based hand rub (ABHR) is readily available at multiple sanitization stations in all key areas of the facility, including in high-traffic areas such as the lobby area, patron services, and throughout the various workout and class areas



# COVID-19 Safety Plan

- Fitness and sports equipment should be cleaned and disinfected frequently, such as between uses or at the end of session, play or timeslot
- Cleaning staff will perform overnight deep clean (enhanced cleaning and disinfection protocols) for the facility, following evening closure

## Personal Protective Equipment (PPE)

- All patrons, staff and visitors must wear face coverings (masks) or full-face shields; if a face covering is not worn, service will be refused, and entry will be prohibited. Those with valid exemptions that prevent them from wearing a face mask (below) are required to wear a face shield. Those that cannot wear a face mask or shield must contact Customer Service (Front Desk/Reception) regarding valid exemptions (below).
- Exceptions for the face covering requirement include -
  - children under the age of 2,
  - individuals with a medical condition that make it difficult to wear a face covering,
  - individuals who are unable to put on or remove a face covering without assistance, and
  - people who require accommodation in accordance with the Ontario Human Rights Code.
  - Durham Region has also exempted anyone while engaged in vigorous physical activity.
- Face coverings (mask or face shield) are mandatory inside common areas including the lobby, washrooms, and change rooms, while entering and exiting the facility, or at any time not engaging in intense physical activity, or where not otherwise required by local public health officials or municipal by-laws
- Surgical/procedural masks and eye protection must be worn by all workers in sport or recreational fitness rooms or areas.
- Workers who work in sport or recreational fitness rooms or areas of the facility are encouraged to keep wearing a surgical/procedural mask outside of those areas instead of switching to a non-medical face covering to prevent contamination.
- Instructors leading a fitness class who cannot wear PPE will have a transparent, non-permeable barrier between themselves and patrons.



# COVID-19 Safety Plan

- PPE exceptions for staff, for reasons of accommodation, must be pre-approved in consultation with Human Resources department, in accordance Abilities Centre policy (HR 5.04 Accommodation on the Basis of Disability), Occupational Health and Safety Act, and Ontario Human Rights Code.

## What we will do if there is a potential case, or suspected exposure to, COVID-19 at our workplace

- Abilities Centre has plans in place to respond quickly if a worker or patron, including spectator, has been exposed to or confirmed positive for COVID-19. Records of all people admitted to the facility will be kept for a minimum of 30 days and will be available to Durham Region health authorities for purposes of tracing; Abilities Centre will also communicate with members/patrons if requested to do so. All staff are responsible for the following actions, unless otherwise noted.

## How we're managing any new risks caused by the changes made to the way we operate our business

- Abilities Centre monitors the Ontario government's COVID-19 website (<https://covid-19.ontario.ca/>) for up-to-date information
- Executive Team meet minimum once weekly, and review critical risks as a standing agenda item (and reported to Board at every bi-monthly meeting)
- Line managers establish regular check-ins with employees about how they are coping with changes at work and any work-life balance concerns

## How we're making sure our plan is working

- Abilities Centre will review and update this plan frequently and monitor success. By utilizing incident reports and gathering input and ideas from employees and members/patrons, adjustments or enhancements will be made. Also, government and health authorities will be monitored continuously for any new adding or easing of restrictions. Changes will be communicated through all-staff announcements and this



# COVID-19 Safety Plan

plan will be updated and re-posted to ensure the latest revisions can always be readily referred to.