

COVID-19 Safety Plan

Details

Business name: CENTRE COMMUNAUTAIRE
DE LAVIGNE (CCL)

Date completed: APRIL 7, 2021

Division/group: not applicable

Date distributed: APRIL 9, 2021

Revision date:

Developed by: CENTRE COMMUNAUTAIRE
DE LAVIGNE (CCL)

Others consulted: North Bay Parry Sound
District Health Unit (approved April 9, 2021)

1. How will you ensure all workers know how and are able to keep themselves safe from exposure to COVID-19?

Actions:

- Board of Directors meeting monthly to update on current Covid-19 situation and public health measures and guidance. Secretary regularly reviews information on hall rentals, meeting and event spaces, and restaurant type regulations.
Responsible: Secretary
- Current information is posted on the website and on social media (closures, public health information links).
Responsible: Secretary
- Ensure procedures, cleaning practices and safety measures are up to date and in consultation with Public Health.
Responsible: Secretary

2. How will you screen for COVID-19?

Actions:

- All volunteers, members of the Board of Directors, seasonal employees and members of the public using the facility will be screened for Covid-19 at the main entrance of the building. Upon entry, all must use hand sanitizer, following the proper guidance signs posted, and register in the contact tracing log.
- Volunteers, members of the Board of Directors and seasonal employees are required to self-screen upon entry into the facility. A separate form to that regard is then completed, dated and signed by the volunteer, Board member or employee, attesting the completion of the self-assessment. Self-Assessment Forms are kept in the Office of the CCL, which will be locked with limited access to protect personal information.
- During events or rentals, a designated individual is tasked to screen patrons upon entry in the facility, using the screening guide and questions provided by the Province of Ontario. Such person will also record the information using the appropriate forms located at the entrance of the facility. These forms will collect the following information in order to trace contacts in the event there is a potential case, or suspected exposure to Covid-19:

- First Name
- Last Name
- Telephone Number
- Date and Time of Entry into the Facility

Additionally, the designated individual is required to take the temperature of every person entering, or re-entering into the facility throughout the duration of the event or rental. Temperatures will be taken with the use of an infrared thermometer and will be taken at the forehead of individuals. Temperatures will not be recorded, however, in the event that a temperature reading exceeds 100.4°F (37.78°C), actions listed under item 4 of this plan will be completed.

3. How will you control the risk of transmission in your workplace?

Actions:

- All public health measures, including capacity limits in effect will be respected.
- Face masks are mandatory at all times in the facility. A face mask must be worn prior to entering the CCL facility. Face masks will be provided to individuals needing some at a small fee per mask to cover expenses.
- Physical distance of at least 2 metres between individuals is required, and floor decals have been installed along with signage to remind individuals using the facility.
- All individuals entering the facility must disinfect their hands using the hand sanitizer dispensers, and must wash their hands properly before and after eating, breaks, smoking, blowing one's nose, coughing, or sneezing, using the washroom, being in contact with animals or pets and using shared equipment, supplies, and materials. Signage on how to properly disinfect and wash hands are posted at every entry point of the facility, in every washroom, and in the kitchen and bar areas.
- Washroom stalls/urinals and sinks will be sectioned off to ensure appropriate distancing is applied.
- Frequently touched surfaces, including, but not limited to, doors and door handles, will be disinfected at least every 4 hours during any event, rental or when the hall is used for purposes where individuals are inside the facility for more than 1 hour.

- Medical grade air purifiers (HealthMate + Plus HM450) have been installed to change and purify the indoor air every hour, significantly improving the indoor air quality.
- Plexiglass shields have been installed at the bar and kitchen areas, protecting volunteers and patrons.
- Portable protective sneeze shields have been installed to protect employees and patrons upon entry into the facility.
- Protective eyewear and face shields are provided to volunteers, members of the Board of Directors and seasonal employees to protect themselves and others around them. The eyewear and face shields will be labelled to the proper individual's name, and the individual is required to use only their designated protective eyewear and face shields.
- All volunteers, members of the Board of Directors, seasonal employees, patrons and renters, upon entry in the facility, are required to wear a face mask covering the nose and the mouth completely. Volunteers, members of the Board of Directors, and seasonal employees, when working within 2 metres of each other for prolonged periods of times, or when within 2 metres of a member of the public, will also be required to wear protective eye equipment or face shields to protect the eyes.
- Automatic hand sanitizer dispensers have been installed at all entry/exit points of the hall, at other strategic locations in the entrance and inside the hall, and appropriate signage is posted at every dispensing station to remind of proper hand sanitization practises.
- Glove dispensers and automatic hand sanitizer dispensers have been installed in the kitchen and bar areas, located conveniently for use by volunteers, members of the Board of Directors, and seasonal employees.
- Temperature readings are conducted for all events and rentals, consistent with the measures enumerated under section 2 of this plan. Two (2) infrared thermometers are provided for this action. These thermometers are located at the front entrance of the facility.
- After every rental, meeting or other gathering, the equipment used, including tables and chairs, entry doors, bathrooms, bar and kitchen are sterilized using an electrostatic backpack sprayer using a diluted Health Canada approved solution named Vital Oxide, an efficient sanitization solution. All volunteers and seasonal employees using the disinfection equipment will be trained on its safe use will follow the MSDS sheet and health and safety measures and wear personal protective equipment (face mask, safety glasses or shield) when using the equipment.

- When meetings, rentals, events or other gatherings occur, a CCL representative will ensure that all proper protocols are adhered to and followed. A CCL representative will meet with other parties to discuss procedures for use of the hall in following this safety plan.
- Monthly Board of Directors meetings are continuing through virtual means, by using the Zoom software and tablets that are provided to every Board member.

4. What will you do if there is a potential case, or suspected exposure to, COVID-19 at your workplace?

Actions:

- Contact tracing information, which includes first names, last names, telephone numbers and date and time of entry into the facility, is collected for all individuals entering the facility. The information is recorded into a contact tracing log, as per the procedures noted in section 2 of this plan, and made available to the North Bay Parry Sound District Health Unit.
- In the event there is a potential case, or suspected exposure to, Covid-19 at the CCL, the following actions will be completed in the order they appear below:
 - The North Bay Parry Sound District Health Unit will be contacted to advise of the potential case or suspected exposure to Covid-19. The Public Health Inspector for our region, Linda Goggin, CPHI (C), will be contacted to advise of the potential case or suspected exposure. Contact information for the North Bay Parry Sound District Health Unit is posted in two (2) locations; a sign with the contact information is located in the bar area, and another sign with the contact information is located in the kitchen area.
 - If the individual in question is still within premises, the individual will be directed to the self-isolation room. The self-isolation room is located in the coat-check room, where seating is provided for the individual until the individual can leave the premises safely to go home and self-isolate.

5. How will you manage any new risks caused by changes to the way you operate your business?

Actions:

- The Secretary of the CCL will monitor ongoing North Bay Parry Sound District Health Unit and provincial information in relation to Covid-19 (including, but not limited to, capacity limits, regional colour code, restrictions, orders and safety measures). The Secretary will act as a point of contact with the North Bay Parry Sound District Health Unit and other public health agencies or service providers. The Secretary will maintain the Covid-19 Safety Plan and will ensure that all volunteers, members of the Board of Directors, seasonal employees, renters, user groups, and individuals using the facility, have been trained and understand this plan and its safety measures and procedures.
- Volunteers, members of the Board of Directors and seasonal employees will be trained on the Centre Communautaire de Lavigne's Covid-19 Safety Plan and associated measures. Renters, user groups utilizing the facility will also be required to review the Covid-19 Safety Plan with a member of the Board of Directors prior to any rental, gathering or function, to ensure that all parties involved have been duly informed and understand the plan and associated measures. A copy of the plan will also be provided as follows:
 - A paper copy of the plan is located at the East entrance of the facility (close to the Office) and at the front entrance. Copies are located in areas where they can be easily accessed in any given case. The Secretary is responsible for this item.
 - An electronic copy of the plan and associated measures is posted on the CCL's website for public access. The Secretary is responsible for this item.
- Additional safety measures for volunteers, members of the Board of Directors and seasonal employees:
 - Volunteers, Members of the Board of Directors and Seasonal Employees
 - If an employee should experience symptoms during their shift, they are to contact their supervisor or manager immediately.
 - If a volunteer or member of the Board should experience symptoms during their time at the facility, they are to contact the Secretary immediately.
 - Sick volunteers, Board members and employees are to wash or sanitize their hands and ensure they are wearing their masks at all times.

- The volunteer, Board member or employee may be asked to isolate in the designated room, or go straight home and call the Health Unit for further guidance related to testing and self-isolation.
- If the volunteer, Board member or employee is severely ill (e.g. difficulty breathing or chest pain), call 9-1-1.
- Clean and disinfect any surfaces that the sick volunteer, Board member or employee has come into contact with using the equipment provided.
- Hand Hygiene
 - Volunteers, Board members and employees must disinfect/wash their hands upon entry to the facility and before and after:
 - Eating;
 - Breaks;
 - Smoking;
 - Blowing one's nose, coughing, or sneezing;
 - Using the washroom;
 - Being in contact with animals or pets;
 - Using shared equipment, supplies and materials.
- Face masks/coverings are mandatory upon entry into the facility and must be worn at all times when inside the facility.
- Shared Spaces/Equipment
 - Volunteers, Board members and employees should try to maintain physical distancing in all areas including shared spaces, such as the kitchen and bar areas.
 - Personal items brought into the facility (e.g. bags, shoes jackets, etc.) must be kept to a minimum.
 - If personal items are brought into the facility, adequate space must be provided between each volunteer's, Board member's and employee's items to encourage physical distancing and to reduce transmission.
 - All personal belongings must be brought home at the end of each shift or meeting, event, or other gatherings.

- Any uniforms or work attire should be washed at home at the end of each shift.
- Additional safety measures, guidance with respect to the general access to the facility:
 - The general public, renters and user groups will not be permitted access to the facility without a pre-scheduled appointment for all administrative purposes. All guests must contact the facility for approved access into the venue.
 - Entrances will have signage and floor markings to encourage physical distancing and to control access through the facility.
 - Signage, floor markings and barriers are installed to guide patrons in and out of the facility.
 - Capacity signage will be posted in all accessible areas of the facility.
 - Lounge seating will be subject to social distancing requirements.
 - Contractors, service providers, bookings/payments, etc. must check in with the facility by contacting the Secretary or another Board member.
 - Facility guidelines and protocols must be followed for the safety of all staff, participants, and the greater community; any violations could result in the termination of the booking contract.

6. How will you make sure your plan is working?

Actions:

- The Plan will be reviewed monthly at the meeting of the Board of Directors. Any changes, new restrictions, guidance provided by the Health Unit and new information will be shared by the Secretary at the meeting to facilitate the review.
- The CCL is appreciative of comments, input and ideas from workers and clients. These will be used to adapt the plan as the situation progresses with the pandemic. The Secretary will collect said comments, input and ideas and share them for consideration at the monthly review of the Plan.
- The Board of Directors is collectively responsible for evaluating how things are working and for adapting the plan to find new, safer, better, or more efficient ways to do things.
- Changes will be logged on a separate appendix for ease of reference, which will be attached to the revised plans posted at the East entrance and front entrance of the

facility. An electronic copy of the modified plan will be posted on the CCL's website as well. The Secretary is responsible for updating the plan according to the direction from the Board of Directors, Health Unit and other public health service providers.

COVID-19 safety plan – snapshot

**Business name: CENTRE
COMMUNAUTAIRE DE LAVIGNE (CCL)**

Division/group: not applicable

Revision date:

Date completed: APRIL 7, 2021

Date approved: APRIL 9, 2021

Measures we're taking

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

- Volunteers, Members of the Board of Directors and Seasonal Employees
 - If an employee should experience symptoms during their shift, they are to contact their supervisor or manager immediately.
 - If a volunteer or Board member should experience symptoms during their time at the facility, they are to contact the Secretary immediately.
 - Sick volunteers, Board members and employees are to wash or sanitize their hands and ensure they are wearing their masks at all times.
 - The volunteer, Board member or employee may be asked to isolate in the designated room, or go straight home and call the Health Unit for further guidance related to testing and self-isolation.
 - If the volunteer, Board member or employee is severely ill (e.g. difficulty breathing or chest pain), call 9-1-1.
 - Clean and disinfect any surfaces that the sick volunteer, Board member or employee has come into contact with using the equipment provided.
 - Hand Hygiene
 - Volunteers, Board members and employees must disinfect/wash their hands upon entry to the facility and before and after:
 - Eating;
 - Breaks;
 - Smoking;
 - Blowing one's nose, coughing, or sneezing;

- Using the washroom;
- Being in contact with animals or pets;
- Using shared equipment, supplies and materials.
- Face masks/coverings are mandatory upon entry into the facility and must be worn at all times when inside the facility.
- Shared Spaces/Equipment
 - Volunteers, Board members and employees should try to maintain physical distancing in all areas including shared spaces, such as the kitchen and bar areas.
 - Personal items brought into the facility (e.g. bags, shoes jackets, etc.) must be kept to a minimum.
 - If personal items are brought into the facility, adequate space must be provided between each volunteer's, Board member's and employee's items to encourage physical distancing and to reduce transmission.
 - All personal belongings must be brought home at the end of each shift or meeting, event, or other gatherings.
 - Any uniforms or work attire should be washed at home at the end of each shift.

How we're screening for COVID-19

- All volunteers, Board members, seasonal employees and members of the public using the facility will be screened for Covid-19 at the main entrance of the building. Upon entry, all must use hand sanitizer, following the proper guidance signs posted, and register in the contact tracing log.
- Volunteers, members of the Board of Directors and seasonal employees are required to self-screen upon entry into the facility. A separate form to that regard is then completed, dated and signed by the volunteer, Board member or employee, attesting the completion of the self-assessment. Self-Assessment Forms are kept in the Office of the CCL, which will be locked with limited access to protect personal information.
- During events or rentals, a designated individual is tasked to screen patrons upon entry in the facility, using the screening guide and questions provided by the Province of Ontario. Such person will also record the information using the appropriate forms located at the entrance of the facility. These forms will collect the following information

in order to trace contacts in the event there is a potential case, or suspected exposure to Covid-19:

- First Name
- Last Name
- Telephone Number
- Date and Time of Entry into the Facility

Additionally, the designated individual is required to take the temperature of every person entering, or re-entering into the facility throughout the duration of the event or rental. Temperatures will be taken with the use of an infrared thermometer and will be taken at the forehead of individuals. Temperatures will not be recorded, however, in the event that a temperature reading exceeds 100.4°F (37.78°C), actions listed under item 4 of this plan will be completed.

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

Physical distancing and separation

- Physical distancing of a minimum of 2 metres at all times in the facility.
- Floor decals and signage posted throughout the facility for physical distancing reminders.
- Washroom stalls/urinals sectioned off to ensure physical distancing.
- Plexiglass shields installed at the bar and kitchen areas.
- Portable protective sneeze shields installed at the entrance of facility and other locations for protection.
- Protective eyewear and face shield provided to volunteers and employees.
- Protective gloves and appropriate dispensers.

Cleaning

- Facility is disinfected after each use with the use of an electrostatic backpack sprayer to apply a medical grade, Health Canada approved disinfectant solution.
- Frequently touched surfaces are disinfected regularly during every day the facility is used.

Other

- Medical grade air purifiers installed strategically throughout the hall to purify air and improve indoor air quality.
- Infrared thermometers to take temperature readings upon entry to the facility.

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

- Contact tracing information, which includes first names, last names, telephone numbers and date and time of entry into the facility, is collected for all individuals entering the facility. The information is recorded into a contact tracing log, as per the procedures noted in section 2 of this plan, and made available to the North Bay Parry Sound District Health Unit.
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How we're managing any new risks caused by the changes made to the way we operate our business

- Staying afloat on any new information, public health measures and other restrictions in relation to Covid-19 and adapting the plan to meet the requirements and new ways of operating.
- Safety plan will be updated to keep in line with public health measure, restrictions and guidance from the North Bay Parry Sound District Health Unit.

How we're making sure our plan is working

- Staying afloat on any new information, public health measures and other restrictions in relation to Covid-19 and adapting the plan.
- Board of Directors collectively reviewing and responsible for the Covid-19 Safety Plan.
- Being receptive to new ideas, input and comments in an optic to continuously improve the plan.