

Assessing the Risks

The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread if you touch a contaminated surface and then touch your face. The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near. The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.

We Have Consulted Our Staff In Our Risk Assessment

In the creation of new COVID 19 Safety Protocols, we have involved frontline workers, supervisors, and will continue to be advised by our joint health and safety committee. We have identified areas where people gather, and we have identified job tasks and processes where workers are close to one another or to members of the public. We have identified the tools, workstations and other equipment that workers share while performing job tasks. In Addition, we have identified surfaces that people touch often and have introduced a number of controls specific to each task including maximum occupancy limits and enhanced cleaning schedules for each location of concern.

We have identified the risks to staff at the Club that they come into contact with:

- Fellow staff and Members
- Surfaces such as door knobs, doors, light switches
- Gym equipment – handles, weights, benches, machines
- Changerooms – doors, lockers, sinks, toilet stalls
- Pool testing equipment
- Work stations such as the front desk and equipment – keyboards, mouse, staplers, phones etc...

New Risk Management Procedures

For this portion of the safety plan we have referred to the industry specific categories such as Gyms and Fitness Centres, Retail and Administration as well as working closely with the local Health Authority.

List of Risks That Have Been Eliminated (First Level Protection)

- We use the hands-free tapping option for credit card sales and avoid cash whenever possible
Cash is rarely used so if it is, staff are required to wash or disinfect their hands afterwards
- The Member's towel service has been discontinued

Engineered Controls: (Second Level Protection)

- Fitness equipment has been spaced out, or moved into another room or closed to maintain the 2-metre distancing protocol

Administrative Controls: (Third Level Protection)

- Maximum capacity has been determined for the various areas including administration offices
- Desk staff wash/disinfect their hand when entering the building
- Whenever possible avoid more than 1 person at the desk. If not, distance is monitored.
- There is tape on the floor in front of the desk for the members to remain distant from the desk. If a Member approaches the desk, the staff will step backward.
- There are hand washing facilities in the washrooms, plus hand sanitizer at the desk and the back office
- Classes, activities such as tennis and pickleball have limited access to allow for distancing during the class or activity
- The changerooms have been limited to a small number of people as well as the sauna and hot tub.
- The weight rooms all have bottles of disinfectant and paper towels to wipe down after a member uses them.

- 3-4 times a day including the end of day task , the weight rooms including equipment, weights, door knobs, and benches are disinfected
- All Rooms and the building have maximum capacity numbers assigned to them.

Personal Protective Equipment: (Fourth Level Protection)

- We have masks available to staff if they feel the need to wear them if they are in a situation where they can't distance, or if they are more comfortable wearing while working.
- Gloves have been provided to use while using the disinfectant

Staff Protective Equipment & Training: Hand Sanitization, Facemasks, Gloves and Eye Protection

Fairwinds Wellness Club staff have reviewed the information on cleaning and disinfecting surfaces. Our workplace has enough handwashing available to our workers and are easily accessed. We have policies that specify when workers must wash their hands (or sanitize).

We have implemented enhanced cleaning protocols and are documenting the cleaning schedule for all common areas and high-touch surfaces. Workers who are cleaning have adequate training and PPE to conduct these newly adopted protocols.

Cleaning Protocols

Each of the areas identified by our staff as being high-risk of COVID 19 transmission have had a "Enhanced Cleaning Schedule" created for the purposes of training, enabling, and documenting the newly adopted cleaning processes. The document logs the times and intervals that the Wellness Club Staff are responsible to disinfect surfaces in each workstation.

We have divided the additional cleaning tasks amongst all staff members, and we will identify who is responsible for each interval of cleaning based on scheduled start times of each employee.

Company Policies Developed to Help Stop COVID 19

Our workplace policies ensure that workers and others showing symptoms of COVID-19 are prohibited from the workplace. Anyone who has had symptoms of COVID-19 in the last 14 days, including (fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache) are asked to stay home. Anyone directed by Public Health to self-isolate and anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms before returning to our facility.

Additionally, we have prohibited and/or limited in the ability for the public to enter our offices. We have a work from home policy in place (if needed) for those that can.

Our policy addresses workers who may start to feel ill at work. It includes the following:

Sick workers should report it to first aid attendant on staff, even with mild symptoms. The worker will be asked to go straight home and will be encouraged to consult the BC COVID-19 Self-Assessment Tool, Staff are expected to follow the guidance of Health Care Providers related to further testing and/or self-isolation. If the worker is severely ill (e.g., difficulty breathing, chest pain), staff have been instructed to call 911. Areas where the sick staff member had contacted will be thoroughly cleaned and disinfected before staff continue to work in that area.

Our Communication Plan

Customer Communications

Upon returning, the Members have to read and sign a **COVID 19 Return Waiver** form which we have outlined the rules and policies in place at time of reopening. In addition to the on-site signage posted, at each area prone to gathering, and/or areas requiring newly adopted protocols for the delivery of service, we have posted this plan online.

Staff Training

We will continue to immerse our department in a daily review of newly adopted protocols and policies. When desk staff arrive for their shift, they sign off on their daily checklist that they are feeling good, no fever, have not been around anyone with COVID 19. All workers will receive copies of the policies and have signed-off to acknowledge they understand to stay home when feeling ill.

We have posted signage at the workplace, including occupancy limits and effective hygiene practices and have restricted the public from entering the locations where our workers frequent. All staff members continue to be trained on how we may best monitor our staff and the workplace, to ensure policies and procedures are being followed, and we are not contributing to the spread of this public health concern.

The Fairwinds Wellness Club Staff have been asked to bring safety concerns to the Wellness Club Manager. If issues are not resolved, they may involve the health and safety committee members.

Monitoring & Updating Plans As Necessary

We recognize that this is an everchanging environment and this plan may be updated from time to time. We will continue to monitor information provided to us by the Health Authority and make changes as recommended.

Assess Risks from Resuming Operations

We have a training plan in place for new staff and have included COVID-19 specific training to be acknowledged within our Front Desk Training Checklist. We have clearly communicated best operational practices and safety protocols for the new roles and responsibilities surrounding enhanced cleaning efforts. We continue to train our staff to adopt changes to our business and have provided direct access to management on days-off to help find resolve to immediate concerns

Staff Acknowledgement

Staff are required to read and sign this document to ensure they understand the policies, that they have asked for clarification if needed and that they will follow the rules and policies to help keep them and their co-workers safe. In addition to reading the document, they understand/know too:

- Sanitize hands upon arrival
- Wear gloves while disinfecting
- Disinfect workspace before & after shift
- Have received training on wearing a mask properly
- Let Management know if they are concerned about safety issues
- Know where the hand washing stations/hand sanitizers are
- Has read and signed the WHIMIS sheet for the disinfectant

I, _____ have read and understand the WCB Safety Plan _____
(EMPLOYEE NAME) (EMPLOYEE SIGNATURE)

Date: _____ Signed by Department Manager _____