

Greater Victoria School District #61

COVID-19 Safety Plan Guidelines for User Groups

The GVSD is committed to adapting facility rental opportunities which align with [BC's Restart Plan](#) and the Provincial Health Office (PHO) guidelines and directives.

The GVSD is now working toward reopening our facilities to the community cautiously, with the safety of students, staff and community being the priority. This document is intended to provide user groups of indoor spaces an understanding of the GVSD's protocols and the requirements of the user groups who are booking indoor facilities.

GVSD PROTOCOLS

The GVSD is responsible to:

1. Complete a Facility Assessment of indoor spaces prior to opening the spaces up for rental opportunities.
2. Ensure all user groups have completed a rental application and provided required documents including comprehensive liability insurance prior to permitting use of the indoor space for organized activity.
3. Ensure all user groups have completed a COVID-19 Safety Plan.
4. Provide site specific COVID-19 Facility Guidelines where applicable.

USER GROUP REQUIREMENTS

The user groups are responsible to:

1. Provide a COVID-19 Safety Plan which clearly demonstrates how activities will be provided to align with the directives of the Provincial Health Office, local authorities, and other relevant regulators (IE WorkSafe BC). The Safety Plan must be posted by the organization and/or available on-site during activities.
 - **Sport Organizations** must review the [viaSport Return to Sport Guidelines](#) and their Provincial Sport Organization Return to Sport Guidelines and develop a COVID-19 Safety Plan specific to their sport and the facility they are operating out of. The Safety Plan must be approved by their local board of directors and submitted to the GVSD. For sport user groups who do not have a board of directors, the Safety Plan must be submitted and approved by the rental applicant.

- **Non-sport user groups** are required to provide COVID-19 Safety Plan approved by the organization’s board of directors and submitted to GVSD. For user groups who do not have a board of directors, the Safety Plan must be submitted and approved by the rental applicant.

KEY CONSIDERATIONS	USER GROUPS TO CONSIDER
Physical Distancing of at least 2 metres	<p>Procedures outlining how participants will maintain minimum distance; establish minimum distance based on type activity; may include a site plan.</p> <p>Procedures outlining how spectators will maintain physical distancing.</p> <p>Procedures for access and egress from facility including parking lots.</p>
Frequent Hand Hygiene	Procedures to promote hand hygiene, including advising users to wash hands before arrival and after play, to provide personal hand sanitizer.
Cleaning and Disinfection	Users will sanitize their own equipment and do so with their own cleaning supplies.
Gatherings (group size determined by physical distancing requirement)	Confirmation of adherence to facility use area(s) maximum participant count for space being used.
Participants Who Are Ill	Process for advising participants in advance about personal health and addressing individuals exhibiting signs of illness on site.
Sharing of Equipment	Procedures for managing equipment needs for participants to avoid sharing of items.
Communication Plan	<p>Evidence of communications to employees, volunteers, and participants to reinforce safety control measures.</p> <p>Users groups are responsible to ensure that all participants are aware and are complying to the user group’s COVID-19 Safety Plan.</p>
Training of Employees/Volunteers	<p>Evidence of training for individuals leading or supporting activities, per industry requirements (ie WorkSafeBC, etc)</p> <p>New coaching/instructor guidelines.</p>
Emergency Procedures	Updated procedures for first aid, medical assistance, PPE supplies, and protocol response to cases or outbreaks.

2. Ensure the COVID-19 Addendum to Facility Rental Agreement is read carefully and shared with your participants.
3. Must review and adhere to the site specific Facilities Access Map provided by GVSD Rentals Department.

IMPORTANT RESOURCES

PROVINCE OF BRITISH COLUMBIA

B.C.'s Restart Plan: https://www.scribd.com/document/460236402/B-C-s-Restart-Plan-Next-Steps-to-Move-Through-the-Pandemic#fullscreen&from_embed

BC COVID-19 Go-Forward Management Strategy: https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/bc_covid-19_go-forward_management_strategy_web.pdf?bcgovtm=20200506_GCPE_AM_COVID_9_NOTIFICATION_BC_GOV_BCGOV_EN_BC_NOTIFICATION

B.C. Go Forward Strategy Checklist: https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/gdx/go_forward_strategy_checklist_web.pdf

PHO Orders: <https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/current-health-topics/covid-19-novel-coronavirus>

HEALTH RESOURCES

COVID-19 (B.C.) Provincial Support: <https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support>

BC COVID-19 Self-Assessment Tool: <https://bc.thrive.health/covid19/en>

Health Canada Handwashing Guidelines: <https://www.canada.ca/content/dam/phac-aspc/documents/services/diseases-maladies/reduce-spread-covid-19-wash-your-hands/eng-handwashing.pdf>

Health Canada Personal Protective Equipment against COVID-19: <https://www.canada.ca/en/health-canada/services/drugs-health-products/medical-devices/covid19-personal-protective-equipment.html>

Health Canada List of Disinfectants for use against COVID-19: <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>

BCCDC Cleaning and Disinfecting: http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting_PublicSettings.pdf

POSTERS

COVID-19 Protection: <http://www.bccdc.ca/Health-Info-Site/Documents/COVID19-Prevention.pdf>

Physical Distancing: http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_PhysicalDistancingPoster.pdf

Handwashing: http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_Handwashing%20Poster_MD%20offices.pdf

Do not enter if you are sick: http://www.bccdc.ca/Health-Info-Site/Documents/COVID19_DoNotEnterPoster.pdf

Vulnerable Populations: <https://www.canada.ca/content/dam/phac-aspc/documents/services/publications/diseases-conditions/coronavirus/covid-19-vulnerablepopulations/covid-19-vulnerable-populations-eng.pdf>

Occupancy Limit: <https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-occupancy-limit?lang=en>

WORKSAFE BC RESOURCES

Returning To Safe Operations: <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation>

COVID-19 Safety Plan Template: <https://www.worksafebc.com/en/resources/health-safety/checklist/covid-19-safety-plan?lang=en>

SPORT AND SCHOOL RESOURCES

Return to High Performance Sport Framework: <https://www.viasport.ca/sites/default/files/Canada%20-%20COVID-19%20Return%20to%20HP%20Sport%20Framework%20-%20May%202020.pdf>

BCCDC guidance for Child Care, Schools & Camps: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/childcare-schools>