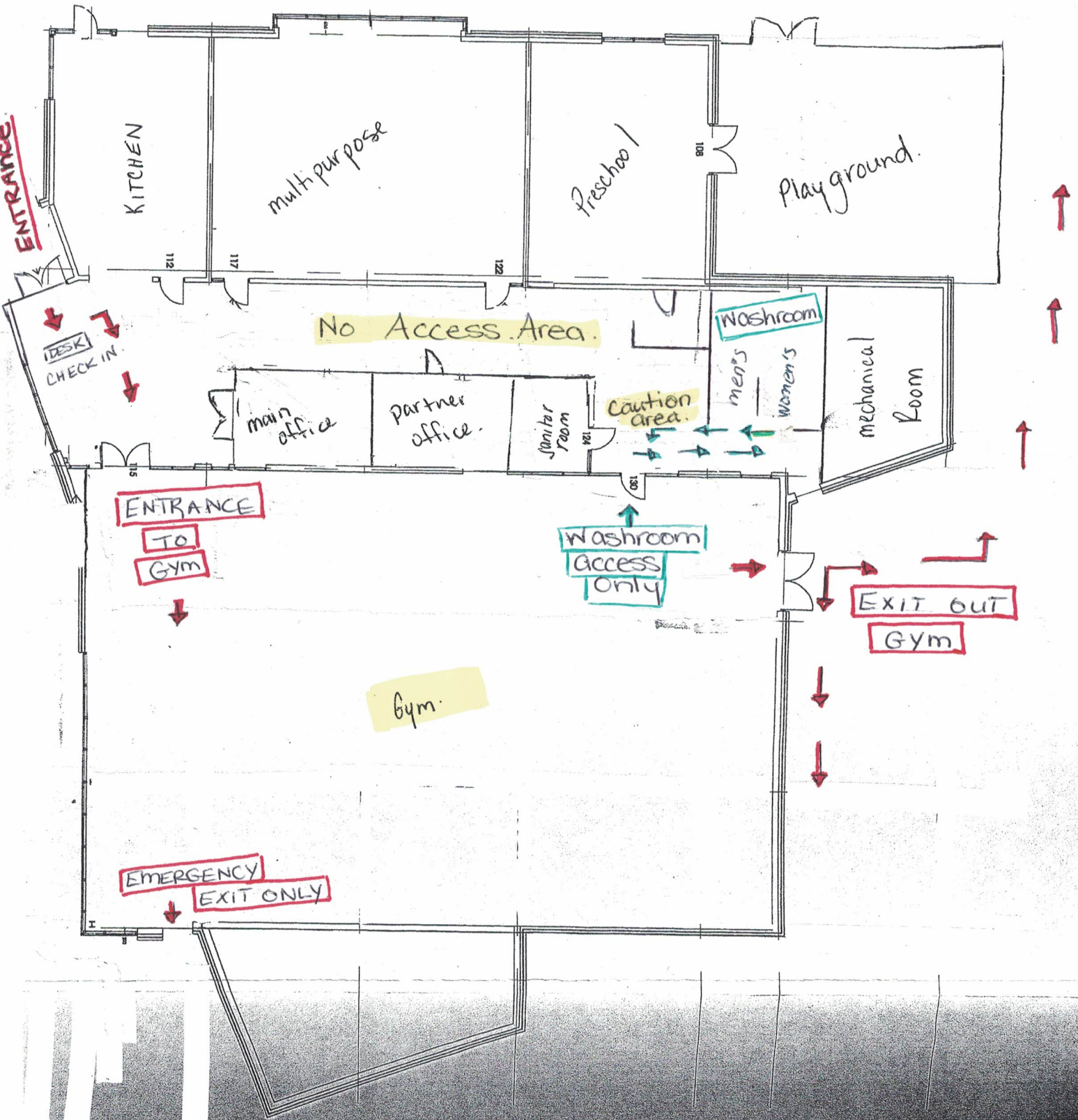


Gym Access Floor Plan



PARKING LOT



Relaunch Protocols for the Abbottsfield Recreation Centre, Effective September 1, 2020

These guidelines are being instituted and followed to protect staff, participants and guests of the facility. Adherence to these protocols may save someone's life. Our hope is that our collective actions will have an impact on this pandemic. We know that this is a stressful time for everyone. ARC would like to ask that we help each other by being kind, calm and gentle. Mistakes will occur, someone will touch their face or wear their mask incorrectly. This is a time to support each other by gently reminding each other of the requirements. There will be some people who will not be able to wear masks due to medical conditions. Please help them by maintaining distance. There may be someone distracted who coughs into their hand instead of their elbow. Gently remind them and ask if they would sanitize their hands. I think this is time we all should adopt one of our partners catchphrases, People helping people...make a difference! If any problems or concerns arise please contact Ashley or a board member to discuss it. We all want to do our best.

At this time we are limiting the use of the facility to one group at a time. No group will overlap another program. There will only be one group of participants in the building at one time. There will be a minimum of ½ hour between groups in the same room to facilitate cleaning. Partner groups under special circumstances may utilize the kitchen for activities that do not require participants to be in the building.

Screening for symptoms

All individuals including staff, participants, service individuals and guests **MUST** be screened daily prior to being allowed entry to the facility.

1. The doors will remain locked and will only be opened 10 minutes before a group's starting time.
2. The doorbell will be operational at all times for visitors to call staff to the door.
3. The staff and program activity supervisors will insure participants maintain social distancing while entering the facility, during meetings and as much as

possible during sports. There will be no gathering either outside the entry or back doors, in the smoking area or anywhere in the facility.

4. ARC staff or a group representative will ask the questions as set out by AHS regarding covid symptoms or travel. A temperature will be taken. The individual will provide an identifier such as full name, first name or initials and confirm they do not have any symptoms or have travelled. If the individual answers yes to a question or presents as ill to the staff/group representative they will not be given entry to the facility and will be asked to leave.
5. Attendance information will be disposed of three weeks after the attendance date.
6. Group leaders will monitor access to the bathrooms. As the hallway is not wide enough to maintain social distancing only one person or parent and child is allowed to go to the bathroom at a time. The individual must return to the group before another individual can go to the washroom.
7. Staff will not attend work if they are displaying any symptoms of COVID 19. If they become ill at work they will isolate in the partner office and notify and get instructions from the Facility Manager, or Board Designate regarding options.

Hand Sanitization

A Hand Sanitizer station will be located in the Entry Community room. Sinks are available in the multipurpose rooms, and bathrooms for participant use. Groups are welcome to supply their cohorts with hand sanitizers at their discretion.

Personal Protective Equipment

1. Staff will wear reusable, disposable or face shield protection in the Facility. The only time a mask can be taken off is in office/kitchen when all doors are closed, staff are alone or 6 ft distancing can be maintained with partner staff or for lunch/breaks.
2. Gloves will be worn while actively cleaning in the facility.
3. Users are required to provide disposable masks to participants without masks wishing to enter the facility for an activity. In an emergency situation ARC staff have access to a limited number of disposable masks.
4. Exemptions are allowed access. Refusals are denied entrance to the facility.

Distancing Measures

1. Referencing points will be placed on the ground, cement or floors as required to show the mandated distance of six feet.
2. Flow plans of the multipurpose room, gymnasium, and kitchen will be available. These plans will depend on the type of activity, meeting or event and number of participants.
3. ARC Staff will set up the multi purpose room following one of the plans prior to the meeting/event. Appropriate distancing and flow direction will be included. Following the event please leave the room set up to facilitate appropriate cleaning protocols.
4. We may have to limit the number of people based on available space. Each plan will indicate the number of individuals that can be accommodate.
5. Staff and group supervisors will monitor compliance in common areas particularly ingress and egress points and times.
6. Some bathroom stalls in the women's bathroom will be closed.
7. Only one urinal in the men's bathroom will be open.
8. Bathrooms will be closed when staff are cleaning. Appropriate signage will be visible.

Cleaning

1. A Cleaning log will be developed and posted, including times and initials of staff completing the cleaning. Staff will initial prior to and following a group to indicate the room has been inspected and cleaned.
2. Cleaning cloths or paper towel and cleaning materials will be available in any booked rooms and bathrooms for participants to use
3. High touch areas such as door handles, taps, counters, flush mechanisms etc. will be cleaned at least every hour or less depending on usage. Cleaning will be logged every time.
4. AHS published guidelines or inspector direction will be followed.
5. Unnecessary equipment, tables, chairs etc. will be removed from rooms and stored or covered and marked closed.
6. Cleaning procedures will be reviewed with all staff by the facility manager.
7. All staff, participants and volunteers are required to comply with the guidelines. Non-compliance will result in discussion about compliance with

an ARC representative, being asked to leave, police being called, up to and including banning or dismissal.

Outside areas/basketball court

Currently the outside basketball courts are open for use. Specific guidelines have been made from AHS and are reflected in posters posted on the shed.

ARC Covid-19 Self-Assessment

Do you have any of the below symptoms:

- Fever
- Cough
- Shortness of breath/difficulty breathing
- Sore throat
- Chills
- Painful swallowing
- Runny nose / nasal congestion not associated with allergies
- Feeling unwell / sudden fatigued
- Nausea / vomiting / diarrhea
- Unexplained loss of appetite
- Sudden loss of taste or smell
- Unexplained muscle / joint aches
- Unexplained or sudden headache
- Conjunctivitis (pink eye)

Have you or someone in your household travelled outside of Canada in the last 14 days and is ill?

Have you or someone in your household had close *unprotected contact (face to face contact within 6ft or 2meters) in the last 14 days who is ill with either a cough or fever?

Have you or someone in your household had close *unprotected contact (face to face contact within 6ft or 2meters) in the last 14 days with someone who is being investigated or a confirmed case of Covid-19?

Circle One

Yes

No

*" unprotected" means close contact without proper PPE (personal protective equipment)

Step 1. If you answered "YES" to any of the above questions, please do not enter the building at this time. Contact Alberta Health Services directly by calling 811 or complete the AHS Self-Assessment www.Albertahealthservices.ca – and choose COVID TESTING for ALL ALBERTANS and self-isolate as required.

Step 2. If they answered "NO" to all the above questions they are welcome into the building.

Name _____ Signature _____

Date _____ Contact Info (for tracing) _____