 Facilities Department

395 Wakesiah Avenue Nanaimo, BC V9R 3K6

**COVID EXPOSURE SAFETY PLAN SUMMARY**

**FACILITY AND OPEN SPACES RENTAL REQUEST**

The Licensee acknowledges that it is their responsibility to comply with all rules and regulations from the Provincial Health Officer, BC Centre for Disease Control, Island Health Authority, Provincial/Nationals Sport Organizations, Worksafe BC and any other applicable authority or law deigned to reduce the potential of contracting or transmitting COVID-19. In addition, the following applies to all rental contracts:

* The safety of our staff and community is our top priority, therefore all Licensees are required to have a COVID Exposure Safety Plan and provide a summary of their plan prior to booking via the COVID Exposure Safety Plan Summary form.
* Licensee is required to report to Joyce Zavarise, Facilities Rental Coordinator, ([jzavarise@sd68.bc.ca](mailto:jzavarise@sd68.bc.ca)), with a copy to Jason Kozubal, Operations Manager ([jason.kozubl@sd68.bc.ca](mailto:jason.kozubl@sd68.bc.ca)) and Will Dirksen, Manager of Occupational Safety & Wellness ([will.dirksen@sd68.bc.ca](mailto:will.dirksen@sd68.bc.ca)), if an attendee in their booking has a potential exposure to COVID. This includes any person who believes they may have become ill, or their child may have become ill, within 14 days of visiting one of our facilities.
* While we cannot be certain that a person will not contract COVID-19 at one of our facilities, we have taken the steps required to develop our COVID-19 Exposure Safety Plan.
* Upon implementation of our COVID-19 Exposure Safety Plan, all policies and procedures must be adhered to, but despite our best effort the risk remains that a COVID-19 outbreak could occur.
* For more information regarding the risks associated with COVID-19, please review the BC CDC guidelines for recreation facilities: http://www.bccdc.ca/health-info/diseases-conditions/covid-19/communitysettings/recreation-facilities

**Licensees are require to have a COVID Exposure Safety Plan**

**In order to be considered, fill in the form below and submit with your rental request**

Facility Agreement # (if known): Today’s Date: August 25, 2020

Name of Organization (if applicable): North Cedar before and after school care programs corp.

Contact Person/Licensee of Facility Agreement: Debbie Lannon 250-756-6641

1. How many people will be attending?
2. The space we rent for each center has capacity to accommodate each child in a 3.7-meter bubble. There for we will be able to allow for 3.7-meter our max capacity. Each centre is different, Park Avenue is 20 max, Pauline Haarer- 40, 20 children room, Cilaire 20 children, Departure Bay, 24 children, Frank J Ney 20 per room, and McGirr 20 per room.

2. How do you plan to maintain physical distancing of at least 2 metres apart during your rental for

staff/participants?

Our space is measured to the 2-meter requirement’s for social distancing as of covid-19 rules. Our groups are split into much smaller groups, to help with social distancing. We have adequate staff to be able to do this. Usually no more than 8 children to a group.

3. Regarding equipment, will your group be using personal equipment, shared equipment, or no

equipment during your rental?

Our programs use equipment that belongs to each individual facility, we have given each child their own personal baskets for fine motor skill activities. Sport equipment is signed out, and cleaned with disinfectant (hydrogenic) or (oxygenic) after each use.

4. If shared, how will you ensure enhanced cleaning and disinfection will occur?

When transitioning to a new activity hand washing happens, as equipment is brought back in it is sprayed with the appropriate anti bacterial cleaner. All toys, and equipment are cleaned to VIHA standards.

5. How will you implement symptom screening for your staff/participants?

NCBASP CORP has a list of questions that everyone has to answer before coming into our centres. Staff, and parents are asked the same questions daily. They have to initial our sign in form that states they have answered each safety question before entering the facility. Body temperature, and hand sanitizing is required before entering the facility. All of these steps are recorded with the date, and time.

6. How will you ensure frequent hand hygiene of your staff/participants?

HANDS ARE ALWAYS WASHED AS THE GROUP TRANSITION FROM ONE ACTIVITY TO THE NEXT! This happens at minimal five time per session, then there are washroom breaks added. Hand washing is frequent each day by staff, and children.

Staff, and children follow the hand washing guidelines that have been implemented with the new covid-19 health, and safety plan.

7. Please confirm that you have a contact tracing plan in place and a quick summary of what it entails:

We do have tracking records of all participants in the centers that include, phone numbers address, as well as their emergency contact phone numbers.

8. How do you plan to communicate to staff/participants not to attend your event if feeling unwell?

It will be through verbal conversation, text messaging, emails, as well as social media NCBASP CORP group page.

9. Do you have other information regarding your Covid Exposure Safety Plan that you would like to

mention:

All staff will be wearing face shields while working in the centres, gloves will be worn while provided snacks, and clean up. We also have our WCB safety plan in place at each centre.

This Plan has been written by: Debbie Lannon. Director of NCBASP CORP