



UBC Kinesiology Community Outreach: COVID-19 Workspace Safety Plan

This plan requires the review of the operational activities in your workspace to ensure effective controls are in place to prevent the transmission of COVID-19. Management and supervisory staff are responsible for developing and updating this document to meet current government mandated requirements.

<https://covid19.ubc.ca/>

Department / Faculty	<u>School of Kinesiology / Education</u>
Facility Location	<u>Robert F Osborne, 6108 Thunderbird Blvd.</u>
Proposed Re-opening Date	<u>Tues Oct 13, 2020</u>
Workspace Location	<u>Gym A and Gym B East, Unit 1</u>

Introduction to Your Operation

1. Scope and Rationale for Opening

The School of Kinesiology’s Community Outreach programs supports research, and academic learning and teaching through experiential learning opportunities for students, as well as serve as the School’s primary community engagement program for a wide range of diverse communities, partners, families, and individuals across Vancouver. Programs / classes are taught and delivered in the Osborne Centre. This safety plan proposes a limited re-opening in a phased approach, starting with the Active Kids program and followed by the BodyWorks program (separate safety plan to be submitted).

Active Kids is a community engagement program offered by the UBC School of Kinesiology. It provides recreational gymnastics, sport, physical literacy, and physical activity classes to individuals and communities of all ages and levels of ability. Our philosophy emphasizes fun, inclusive, developmentally appropriate, organized, safe, purposeful, and active movement experiences. We encourage physical literacy development and sport-specific skill acquisition, promote lifelong participation in physical activity, and encourage a diverse, holistic, and active lifestyle in support of developing healthy individuals, groups, and societies. Active Kids also supports student experiential learning through employment and volunteer opportunities, academic learning through course placements and specialized projects, and research through participant recruitment and partnerships.

The safety of our staff and clients is our top priority. Our objective is to work carefully to follow established Provincial Health Authority and WorkSafeBC guidelines, as well as UBC best practices and the approved Faculty of Education Safety Plan in order to return to regular Active Kids operations. Using a phased in approach, balancing safety with the importance of regular physical activity opportunities and honoring the commitments to our partners and community, while supporting the School of Kinesiology’s strategic plan objectives will be our guiding principles.

As outlined in the Faculty of Education Safety Plan, the School of Kinesiology has prepared its own community outreach plan and spatial analysis. The scope of this plan includes Active Kids operations in UBC Osborne Center facility and partner programs at non UBC facilities, such as the Wesbrook Community Center. The plan pertains to UBC staff and students who both manage and deliver programming.



Rationale for Reopening

- 1) Active Kids is a signature program of the School of Kinesiology and a revenue generating unit within the School. Active Kids is a core strategic entity and serves as the School's signature community engagement program contributing, encouraging, informing, and building healthy and diverse children, families, communities, and societies. Services include providing physical, emotional, and social development opportunities for a wide range of UBC Staff, Faculty, Students, campus residents, as well as a diverse range of Vancouver communities and individuals.
- 2) Active Kids plays a pivotal role in supporting the School of Kinesiology's strategic plan specifically with respect to:
 - A) **Research:** **Housed within an academic unit, Active Kids presents a unique and innovative opportunity to be a leader in BC for research-based programming for children.** The School of Kinesiology is internationally recognized for its distinguished research and innovation applied to the study of human movement, sport, physical activity, and health. The School is home to over 25 active researchers and 100 graduate students, who are linked through collaborative, multidisciplinary networks with other institutions, research centres, and clusters at UBC and abroad. **With expertise and oversight provided by Kinesiology Faculty members and grad students, Active Kids provides an established and successful infrastructure from which a diverse range of research areas can grow.**

Research led by the School of Kinesiology clearly demonstrated the collateral damage of COVID-19 on public health with significant declines observed in physical activity levels of Canadian children and youth¹ with consequences for physical and mental health². This was largely due to no access to structured programming such as that offered by programs like Active Kids. Particularly during a time of covid, there is an overwhelming need for exemplar health and safety and wellbeing models with respect to the re-launching of physical activity programming and services using creative approaches that focus on health and safety protocols while still balancing the need for accessible and high quality physical activity curriculums from the lens of both recreational community programming and in-school applications.

Re-opening traditional Active Kids programming with substantial modifications and protocols in order to enhance safety and minimize risk, combined with a research direction examining the impact of participation on the physical and mental health of children will help inform and create a critical knowledge base and sends a message to the immediate Active Kids children, families, and communities, and to the greater UBC community and beyond, that UBC Kinesiology prioritizes and continues to play a dedicated and supportive role through research, education, and community engagement.

Moore, S.A., Faulkner, G., Rhodes, R.E. et al. Impact of the COVID-19 virus outbreak on movement and play behaviours of Canadian children and youth: a national survey. *Int J Behav Nutr Phys Act* 17, 85 (2020). <https://doi.org/10.1186/s12966-020-00987-8>

Faulkner G, Rhodes RE, Vanderloo LM, Chulak-Bozer T, O'Reilly N, Ferguson L, & Spence JC. (2020). Physical activity as a coping strategy for mental health due to the COVID-19 virus: A potential disconnect among Canadian adults? *Frontiers in Communication (Health Communication)*, doi.org/10.3389/fcomm.2020.571833.



- B) Academic Learning: The Active Kids program has a storied history of excellence in the pursuit of supporting academic learning by serving as a living and learning lab through Undergraduate Kinesiology course placements and specialized projects for hundreds of undergraduate students. Contributing to their final grade in the course, through observation and active teaching, students compare, contrast, and apply coursework content in Active Kids programs, as specified and overseen by their course instructor. Currently, this opportunity is not been made available due to COVID related closures. In a typical academic year, courses include:
- KIN 115A: Performance Analysis of Selected Individual Sports and Activities- Athletics
 - KIN 115B: Performance Analysis of Selected Individual Sports and Activities- Gymnastics
 - Kin 362: Inclusive Physical Activity for Individuals with Special Needs
 - KIN 365: Foundations of Coaching
 - KIN 366: Movement Experiences for Young Children
 - KIN 369: Instructional Analysis and Design in Sport ad Physical Activity Programs
 - KIN 456: Field Experiences in Physical Education Settings
- C) Student Engagement and Experiential Learning: Active Kids is a large-scale student employer and student support system. Every year it provides experiential learning opportunities for hundreds of new UBC students through employment, training, and volunteer opportunities. The Active Kids focus on student development has been negatively affected by the closures of our programs, associated with COVID 19. Students have been left without jobs, income, regular exercise, social connection, opportunities to build grad school references and career experience, and a place to learn and grow their skills and apply their academic knowledge.
- D) Community Engagement: The impact of our program closures has negatively impacted many organizations, communities, and individuals that Active Kids directly partners with, connects with, learns with, and supports with including, but not limited to:
- the Musqueam Band
 - on-campus schools such as Eaton Arrowsmith School (a school for children with intellectual and cognitive disabilities), Norma Rose Point School, and University Hill
 - Local VSB schools
 - UBC collaborations with UBC Campus and Community Planning, UBC Wellbeing / the UBC Physical Activity Working Group, UBC Rec and UBC Camps, and many more
 - The University Neighborhood Association and the Wesbrook Community Center, and on-campus residential families
 - The general public and families across Vancouver
- 3) Active Kids fills a need for families who require after school care for their children. Particularly during a climate when many people must work from home and are balancing complex schedules, Active Kids provides a safe and active outlet for children and an afternoon daycare solution for parents.
- 4) Active Kids families and clients have reported that the physical activity levels of their children have declined during COVID 19. Balancing a healthy lifestyle that includes physical activity is extremely important and Active Kids can provide these opportunities for children through our community engagement programming.



- 5) Sport programming and recreation centers are fully approved, by the Provincial Health Authority, to re-open under Phase 2 of the BC Restart plan (we are currently in Phase 3). The links provided in the Regulatory Context section of this document provide further information.
- 6) Comparable sport and recreation programming at local club and provincial levels has been open since Phase 2 and have been successful in implementing safety protocols. The links provided in the Regulatory Context section of this document provide further information.
- 7) At UBC, a successful and highly comparable community sport and activity safety protocol model (i.e. UBC Recreation and UBC Camps) has been approved and operational since Phase 2 of the BC Restart Plan. The links provided in the Regulatory Context section and the information contained in this document provide further information.

This proposal has been developed by the Active Kids program (in Kinesiology) in consultation, and endorsed by, the UBC Kinesiology Director, Dr. Robert Boushel. It has also been **vetted by the UBC Faculty of Education Dean's office including an Occupational and Research Safety Associate from UBC Safety and Risk Services.**

Active Kids Phased-In Approach for Specific Programming Categories

The following steps will be introduced in order to maintain Provincial, UBC, and WorkSafeBC guidelines. All programming will be closely monitored and progression through steps will only occur where appropriate, targeting this timeline.

Please note that **the UBC Osborne Center facility will remain closed to the public and will not have general operating hours or be openly accessible to faculty, staff, students, or the public. The Active Kids plan outlined below provides further and specific details on how operations and programs will resume under these circumstances.*

Step 1: Oct 2020 – Dec 2020

- Modified Private Lessons, 7 - 18 YRS
- Modified Gymnastics Classes, 7 - 18 YRS
 - Programs for children less than 6 years old will not be offered (except Parent and Tot, 1.3 - 3 YRS- parent participation is mandatory)
- Modified Physical Literacy / Multisport Programs, 6 - 12 YRS

Step 2: Jan 2021 – April 2021

- Modified Private Lessons, 5- 18 YRS
- Modified Gymnastics Classes, 1.5-18 YRS
- Modified Drop-In Programming, 1.5 YRS – Adult (if under 3 YRS, a parent must accompany the child)
- Modified Birthday Parties, 6 YRS - Adult
- Modified School and Group Bookings, 6 - 18 YRS
- Modified Gym Rentals

Step 3: The New Normal- TBD at a later date

These steps have been developed through careful assessment and, in part, developed using the following principals and guidelines:

Gymnastics BC / BC's Restart Plan, Starting and Expanding Activity Guidelines



Step 1: Starting Activities (to begin when clubs are prepared to safely open)

Low-risk activities can occur with the following requirements:

- ✓ Ability to maintain physical distancing.
- ✓ Adherence to occupancy limit.
- ✓ Minimal sharing of equipment.
- ✓ Heightened cleaning protocols.
- ✓ The focus is on the development of physical abilities and basics. Spotting is prohibited.
- ✓ Start with older, more experienced athletes who will be able to follow the rules.
- ✓ Small class sizes (e.g. six participants per class) and reduced training time.

Step 2: Expanding Activities (to begin when clubs are able to safely progress beyond Step 1)

A gradual decrease of restrictions can occur with the following public health recommendations in place:

- ✓ Ability to maintain physical distancing.
- ✓ Adherence to occupancy limit.
- ✓ Minimal sharing of equipment.
- ✓ Heightened cleaning protocols.
- ✓ The focus is on the development of physical abilities and basics. Spotting is prohibited.
- ✓ Expand classes to younger, less experienced participants.
- ✓ Increase ratio (e.g. eight participants at a time) and training time for each group.

Step 3: The 'New Normal'

To be determined at a later date, according to the [Government of BC regulations](#).

Gymnastics BC / BC Restart Plan 5 Principles

Personal Hygiene	Stay Home If Sick	Environmental Hygiene	Safe Social Interactions	Physical Modifications
<ul style="list-style-type: none"> • Frequent hand-washing • Cough into your sleeve • Wear a non-medical mask • No handshaking 	<ul style="list-style-type: none"> • Routine daily screening • Anyone with any symptoms must stay away from others • Returning travelers must self-isolate 	<ul style="list-style-type: none"> • More frequent cleaning • Enhance surface sanitation in high-touch areas • Touch-less technology 	<ul style="list-style-type: none"> • Meet with small numbers of people • Maintain distance between you and others • Size of room: the bigger the better • Outdoor over indoor 	<ul style="list-style-type: none"> • Spacing within rooms or in transit • Room design • Plexiglass barriers • Movement of people within spaces

WorkSafe BC Elimination Controls Protocols

Selecting protocols for your workplace

Note that different protocols offer different protection. Wherever possible, use the protocols that offer the highest level of protection and add additional protocols as required.

First level protection (elimination):

Use policies and procedures to keep people at a safe physical distance from one another. Limit the number of people in your workplace at any one time, and implement protocols to keep workers at least 2 metres from other workers, customers, and members of the public.

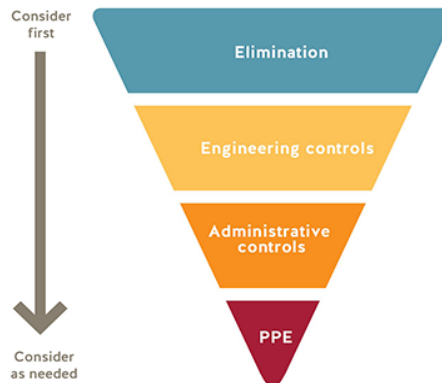
Second level protection (engineering controls):

If you can't always maintain physical distancing, install barriers such as plexiglass to separate people.

Third level protection (administrative controls):

Establish rules and guidelines, such as cleaning protocols, telling workers to not share tools, or implementing one-way doors or walkways.

Fourth level protection (PPE): If the first three levels of protection aren't enough to control the risk, consider the use of [non-medical masks](#). Be aware of the limitation of non-medical masks to protect the wearer from respiratory droplets. Ensure workers are using masks [appropriately](#).



General Overview of Revised Program Structure, Protocols, and Schedule

In order to meet all new safety protocols outlined in this document, the Active Kids program schedule and operational structure has been significantly reduced and modified across all programming types. The pertinent changes when compared to a typical Active Kids program schedule are listed below. More specific details can be found throughout this document.

- Programs are proposed to start on Tuesday October 13, 2020
- **The Osborne facility will remain locked and closed to the general public**
- Significant social distancing and cleaning protocols will be in effect (full details outlined in this document) including revised entrance and exit area protocols for participants and staff
- A maximum of only two classes are being offered at once (reduced from 6)
- Total Gym capacity has been reduced from 50, to a max of 20 (including participants and staff)
- Each class has its own designated space
- All classes have a staggered start time and 30 min breaks in between for cleaning and check-in protocols. A sample schedule can be seen in Appendix 2
- Class sizes have been significantly reduced from 16-24, to a max of either 6 – 8 participants per class pending the age / level of the program. This aligns with the provincial return to sport guidelines (viaSport) as well the gymnastics specific guidelines (Gymnastics BC)
- Enhanced equipment sanitizing protocols throughout the day and after each use



- The number of coaches and volunteers per class has been reduced
- New and customized training for all staff and volunteers
- Due to class and behavior management concerns with respect to physical distancing, programs with children under 6 years old (and who are not directly monitored by parents) have been delayed until Step 2
- Mandatory prescreening for all participants prior to each class
- Modified lesson plans for enhanced safety
- Large group activities such as drop-ins, birthdays, group bookings, school groups, and rentals will not be re-launched until Step 2
- Contactless registration processes (online and over the phone only)

Off-Site Partner Programs

Active Kids offers partnership programs with the Wesbrook Community Center. Active Kids strictly provides instructional services, delivered by Active Kids hired and trained UBC student staff.

As partner programs do not take place through UBC, they are scheduled to resume in September. The complete Wesbrook Community Center COVID Safety Plan can be found here: <https://www.myuna.ca/recreation-policies/>.

Section #1 – Regulatory Context

2. Federal Guidance

Active Kids consulted and followed a variety of COVID 19 regulatory guidance systems in the preparation of this plan. Our objectives, the recommendations, and the guidelines found within this proposal have been aligned with:

- [Government of Canada: “Hard-surface disinfectants and hand sanitizers \(COVID-19\): List of disinfectants with evidence for use against COVID-19”](#)
- <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirusinfection/guidance-documents/risk-informed-decision-making-workplaces-businesses-covid19-pandemic.html>
- <https://www.canada.ca/en/public-health/services/publications/diseases-conditions/socialdistancing.html>
- <https://www.canada.ca/en/health-canada/services/drugs-health-products/covid19-industry/medical-devices/personal-protective-equipment/overview.html>

3. Provincial and Sector-Specific Guidance

- [BC’s Restart Plan: “Next Steps to move BC through the pandemic”](#)
- [BC’s Restart Plan- phase 3](#)
- [Vancouver Coastal Health- Guideline for Recreation and Athletics Facilities](#)
- [Provincial Health Officer Child Care Settings](#)
- [Health and safety guidance for post-secondary institutions](#)



<p>4. Worksafe BC Guidance</p> <ul style="list-style-type: none">• COVID-19 and returning to safe operation – Phase 2• Worksafe COVID-19 Safety Plan• Worksafe: Designing Effective Barriers• Worksafe: Entry Check for Workers• Worksafe: Entry Check for Visitors• https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation• https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/child-care• https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/gyms-and-fitness-centres• https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/sports-recreation•
<p>5. UBC Guidance</p> <ul style="list-style-type: none">• UBC Employee COVID-19 PPE Guidance• Ordering Critical Personal Protective Equipment• Building Operations COVID-19 website - Service Level Information• UBC Re-Occupancy and Resumption Plan• Faculty of Education Safety Plan• UBC Osborne Center COVID 19 Safety Plan• UBC Athletics and Recreation’s Return to Activity Plan• War Memorial Gym Return to Operations Plan
<p>6. Professional/Industry Associations</p> <ul style="list-style-type: none">• Gymnastics BC Return to Sport Plan• viaSport Return to Sport Resources

Section #2 - Risk Assessment

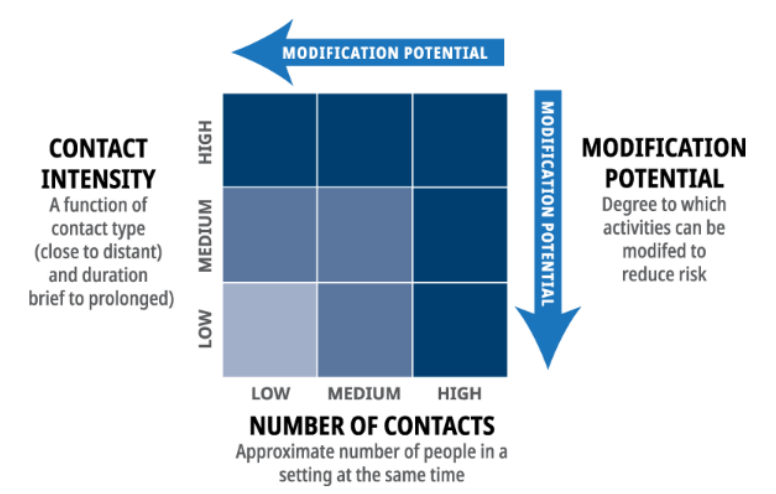
As an employer, UBC has been working diligently to follow the guidance of federal and provincial authorities in implementing risk mitigation measures to keep the risk of exposure as low as reasonably achievable. This is most evident in the essential service areas that have remained open on campus to support the institution through these unprecedented times. These areas have been very active with respect to identifying and mitigating risks, and further re-evaluating the controls in place using the following risk assessment process.

Prior to opening or increasing staff levels:



Where your organization belongs to a sector that is permitted to open, but specific guidance as to activities under that sector are lacking, you can use the following risk assessment approach to determine activity level risk by identifying both your organization’s or activity’s contact intensity and contact number, as defined below:

1. What is the contact intensity in your setting pre-mitigation – the type of contact (close/distant) and duration of contact (brief/prolonged)?
2. What is the number of contacts in your setting – the number of people present in the setting at the same time? As a result of the mass gatherings order, over 50 will fall into the high risk.



One or more steps under the following controls can be taken to further reduce the risk, including:

- Physical distancing measures – measures to reduce the density of people
- Engineering controls – physical barriers (like Plexiglas or stanchions to delineate space) or increased ventilation
- Administrative controls – clear rules and guidelines
- Personal protective equipment – like the use of respiratory protection

7. Contact Density (proposed COVID-19 Operations)

Describe the type of contact (close/distant) and duration of the contact (brief/prolonged) under COVID operations - where do people congregate; what job tasks require close proximity; what surfaces are touched often; what tools, machinery, and equipment do people come into contact with during work

The type of contact for full time Active Kids staff is quite distant, as staff are primarily continuing to work remotely and only on site when required for program planning and delivery. The duration of this contact is also quite brief.



Part time instructional staff are in a position of slightly more proximal and prolonged contact with program participants and commonly used spaces and equipment. However, there is a high degree of modification protocols that will reduce risk. These are outlined in the elimination controls, engineering controls, administrative controls, and PPE control section within this document and includes a list of apparatuses that are commonly used and how they will be sanitized regularly, as well as how participants will be using hand sanitizer before and after each individual use (cleaning stations with both hand sanitizer and disinfectant are located at each piece of equipment).

Elimination and Engineering Controls:

**As previously stated, the UBC Osborne Center facility will remain closed to the public and will not have general operating hours or be openly accessible to faculty, staff, students, or the public.*

Program Entrance Area and Arrival / Departure

- Clients will wait outside the Osborne Center entrance (at a designated drop spot) and are let in by coaches
 - Floor decals will be used to indicate safe spacing of 2 meters apart
- Parents will not be allowed in the facility unless accompanying a child in the Parent and Tot program
 - The in-gym parents' area will be reconfigured to align with social distancing protocols and all **parents in the facility must wear a mask**
 - All program participants will follow directional signage and spacing guidelines in order to reach their designated program area
- Class start times will be staggered to minimize flow of traffic at start and end of classes
- Signage will be posted throughout and new protocols will be sent to all clients ahead of time, and posted online
- **A maximum of 2 classes at any one time will take place** (reduced from 6 classes), see Engineering Controls section for more information
- Class limits have been reduced:
 - Max of 6 participants for Gym Kids 2-3, Excel, Teen, Tramp and Tumble
 - Max of 8 participants for High School program
- Total Gym occupancy limit is reduced from 36 participants to 16 participants (plus 2-4 staff/volunteers)

Locker rooms, showers, and bathrooms

[The Osborne Center Building Safety Plan](#) details all specifics surrounding program adjacent areas and spaces. Full details can be found within.

Water fountains, change rooms, and showers will not be accessible for Active Kids program participants.

Washrooms will be accessible on a limited basis:

- Occupants using washrooms must strictly adhere to social distancing requirements and stay more than 2 metres (6 feet) from one another
- Multiple occupant-rated washrooms are restricted to a maximum of two occupants (at one time)
- Door handles, faucet handles (sink and shower) should be sanitized/disinfected after use
- Disinfectant spray will be left within the washroom for occupants to use
- Washrooms will also be sanitized by custodial services at the end of the day



- For washrooms with more than one toilet, signs will be placed on the main door to indicate the maximum number of occupants.
- “Stand here”/wait here” markers will be placed outside the main washrooms doors to maintain physical distancing in case of line ups.

Gym Entrance Area

- Physical barriers will be used to divide the entrance area into two distinct spaces, one for each class (2 class max). Using the previously mentioned staggered program start time schedule, each class will have a distinct entrance and activity space that does not come into contact with the other class and cleaning protocols between classes will be in place (more details in Administrative Control section).

Activity Area

- Each class will have an its own separate space, using equipment to create barriers align with distancing protocols. The safety of the barriers has been considered to ensure participant safety. Barriers will be created by stanchions, cones, and gymnastics pads as appropriate.
 - Space 1: restricted to bars, trampoline, east side floor
 - Space 2: restricted to beams, vault, west side floor

8. Contact Number (proposed COVID-19 Operations)

Describe the number of contacts in your proposed COVID-19 operational setting (# of people present in setting at same time)

Normal occupancy would include up to 10 student staff/volunteers, up to 3 full time staff, and up to 50 participants / parents in a large common gym space and in the facility at any one time.

With the proposed plan, there would be a max of 4 student staff, 1 full time staff, a max of 16 participants, and 0 parents (parent drop off is located outdoors, further details within this document) in a large common gym space and in the facility at any one time.

9. Employee Input/Involvement

Detail how you have met the MANDATORY requirement to involve frontline workers, Joint Occupational Health and Safety Committees, and Supervisors in identifying risks and protocols as part of this plan

The core Active Kids management team, front line staff, and the Osborne Facility Manager (who is a member of the Occupational Health and Safety Committee) and additional Kinesiology community outreach program staff have all been involved and consulted throughout the process of identifying risks, developing protocols, and the overall creation of this plan.

The plan was then presented to all groups, including the Administrative Manager, at a Zoom meeting held on July 22, 2020. After further review and revisions the plan was then presented to the Administrative Manager and the Director of Kinesiology on Fri Aug 28th. The plan was subsequently approved and endorsed by the Dr. Robert Boushel, Director of the UBC School of Kinesiology on Mon Aug 31, 2020.

Further revisions were made after consultation with the Faculty of Education, the Dean’s Safety Committee, including an Occupational and Research Safety Associate from UBC Safety and Risk Services.



10. Worker Health

Detail how all Supervisors have been notified on appropriate Workplace Health measures and support available and how they will communicate these to employees

Active Kids Supervisors and Managers have been involved in the creation this safety plan. Once final approved has been received, the Active Kids Director will inform supervisors on appropriate Workplace Health measures and supports for staff mental and physical health. Check in's and supports can be made available via the following channels:

- Regular team meetings
- Departmental communications and,
- one-on-one meetings with direct supervisors
- JOHSC members

Additionally, a customized front line staff training workshop will be created and delivered via Zoom, and in person where appropriate. This will include the distribution and review of this safety plan. Further staff training details can be found in this document, in the Administrative controls section.

Regular communications will be sent (daily and weekly, as necessary) to all staff via email or Zoom meetings.

11. Plan Publication

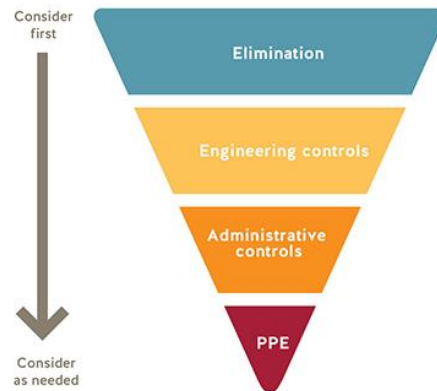
Describe how you will publish your plan ONLINE and post in HARD COPY at your workplace for employees and for others that may need to attend site

Final plan will be posted on the Active Kids website (<https://kin.educ.ubc.ca/outreach/active-kids/>). A hardcopy will also be posted at the entrance of Active Kids gym.

As part of the re-opening communications, all program participants will also receive a summarized version of the plan that identifies critical changes to program delivery and new protocols. They will also be provided with a link to the full plan made available online.

Section #3 – Hazard Elimination or Physical Distancing

Coronavirus is transmitted through contaminated droplets that are spread by coughing or sneezing, or by contact with contaminated hands, surfaces or objects. UBC's goal is to minimize COVID-19 transmission by following the safety hierarchy of controls in eliminating this risk, as below.



The following general practices shall be applied for all UBC buildings and workspaces:

- Where possible, workers are instructed to work from home.
- Anybody who has travelled internationally, been in contact with a clinically confirmed case of COVID-19 or is experiencing “flu like” symptoms must stay at home.
- All staff are aware that they must maintain a physical distance of at least 2 meters from each other at all times
- Do not touch your eyes/nose/mouth with unwashed hands
- When you sneeze or cough, cover your mouth and nose with a disposable tissue or the crease of your elbow, and then wash your hands
- All staff are aware of proper handwashing and sanitizing procedures for their workspace
- Supervisors and managers must ensure large events/gatherings (> 50 people in a single space) are avoided
- Management must ensure that all workers have access to dedicated onsite supervision at all times.
- All staff wearing non-medical masks are aware of the risks and limitations of the face covering they have chosen to wear or have been provided to protect against the transmission of COVID-19. See [SRS](#) website for further information.

12. Work from Home/Remote Work

Detail how/which workers can/will continue to work from home (WFH); this is required where it is feasible

Core program staff (2 M&P and 1 Sports Instructor) will continue to work from home, but will come onsite if needed for program delivery support. Pre-covid, all core program staff worked in the Osborne Center.



13. Work Schedule Changes/Creation of Work Pods or Crews or Cohorts

For those required/wanting to resume work at UBC, detail how you are able to rescheduling of workers (e.g. shifted start/end times) in order to limit contact intensity; describe how you may group employees semi-permanently to limit exposure, where necessary

Contact intensity for on site staff has been significantly decreased through the reconfiguration of a new program schedule and by keeping the building closed to the general public. The new schedule creates small cohorts of groups that only work together. Total working hours for all on site staff has also been significantly reduced. Pre-covid, staff were scheduled Mon- Sun, 9am-10pm. Currently, staff will only be scheduled Mon-Thurs 3pm-10pm (and 12pm-2pm on Mondays), and Sat-Sun 9am-4pm.

Limiting exposure protocols will also be put into place to stagger start and end times of shifts and programs. Full details can be found within the elimination controls, engineering controls, administrative controls, and PPE controls section within this document.

14. Spatial Analysis: Occupancy limits, floor space, and traffic flows

Describe or use UBC building keyplans (or do both, where appropriate) to identify and list the rooms and maximum occupancy for each workspace/area, explaining your methodology for determining occupancy

Please see Appendix I for floor keyplan and traffic flow.

15. Accommodations to maintain 2 metre distance

Please detail what accommodations/changes you have made to ensure employees can successfully follow the rule of distancing at least 2 metres from another employee while working

Coronavirus is transmitted through contaminated droplets that are spread by coughing or sneezing, or by contact with contaminated hands, surfaces or objects. UBC’s goal is to minimize COVID-19 transmission by following an established safety hierarchy of controls in eliminating this risk. In addition to the specific controls listed below, further Hazard and Elimination and Engineering Controls have been detailed on page 10 of this document.

Registration Office

- During Step 1, the registration office will remain closed to the public
- Contactless program registration (online and over the phone) will be in place
- Pre-covid, two office staff worked from Mon – Fri, 830am-430pm. Currently, we have reduced to only one staff in the office at any given time, and only on a as needed basis (averaging one day a week)
- During Step 2, we will continue to schedule only one staff in the office at any given time. Shifts may increase from 1, to 2-4 days per week, as needed.

Copier/stationery area will have a 1-person limit occupancy.

No lunch room, meeting rooms exist.

16. Transportation



Detail how you are able to (or not) apply UBC's COVID-19 vehicle usage guidelines to the proposed operational model - if you cannot apply these guidelines, please describe alternative control measures

Active Kids program require no vehicle use of any kind.

17. Worker Screening

Describe how you will screen workers: 1) exhibiting symptoms of the common cold, influenza or gastrointestinal; 2) to ensure self-isolation if returning to Canada from international travel; and 3) to ensure self-isolation if clinical or confirmed COVID-19 case in household or as medically advised

The signage below will be used at both front and back doors

- [Worksafe: Entry Check for Workers](#)
- [Worksafe: Entry Check for Visitors](#)

Mandatory Pre Screening Self Assessment

Prior to each weekly program, at check-in all clients must complete a custom pre-screening questionnaire, a preview can be found [here](#). Any participant displaying symptoms of any kind or not fully meeting the assessment requirements will not be allowed to participate and they will be redirected to the [BC COVID-19 Self Assessment Tool](#).

Staff Self Assessment and Coming to Work

Before coming to work, all staff must check their health status. Personnel experiencing any symptoms of COVID-19 (cough, sneezing, shortness of breath, loss of sense of smell/taste, sore throat, tiredness, fever) must not come to work and should contact a health care provider. The BC Health Self-Assessment tool can be used to determine if further testing or medical care is required: <https://bc.thrive.health/>

Individuals displaying symptoms of COVID-19 must remain at home and isolated for at least 14 days. Personnel who have been in contact with a person confirmed or presumed to have COVID-19 must also self-isolate.

Anyone returning from outside of Canada must follow the directions of the quarantine act, which specifies 14 days of self-isolation, regardless of whether or not they are experiencing COVID-19 symptoms.

18. Prohibited Worker Tracking

Describe how you will track and communicate with workers who meet categories above for worker screenings

We will follow the Faculty of Education’s safety plan. <https://educ.sites.olt.ubc.ca/files/2020/08/Faculty-of-Education-Safety-Plan-06082020.pdf>

If a faculty or staff starts to feel ill while on campus, they should return home by means that does not involve public transportation. They should follow all guidelines for next steps as outlined BC CDC: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-aresick/steps-when-sick.html>.

While the UBC faculty, staff, and students who report any of the above symptoms or are suspected to have such symptoms will be required follow the above guidelines and advisories, individual participants of the Active Kids



program who have reported or are suspected to have symptoms will be required to stay home and seek appropriate medical advice and treatment by following all guidelines for next steps as outlined BC CDC: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-aresick/steps-when-sick.html>.

If participants report such symptoms or are suspected to have any of such symptoms upon arrival at the building or during their class, they will be required to return home immediately by means that does not involve public transportation. They should follow all guidelines for next steps as outlined BC CDC: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-aresick/steps-when-sick.html>.

A formal record will be kept of any such incident. This will be done via email notification tracking, through the mandatory online pre-screening submissions, and through the use of UBC's PAT system.

Section #4 – Engineering Controls

19. Cleaning and Hygiene

Detail your cleaning and hygiene plan, including identification for hand-washing stations and the cleaning regimen required to be completed by your departmental staff (i.e. non-Building Operations) for common areas/surfaces

UBC standard custodial services will apply and be in effect, [Building Operations COVID-19 website](#)

Cleaning supplies have been sourced and ordered, and in most cases received, in order to implement the following above standard cleaning protocols:

Cleaning all gym space common area and high touch points will be done before (and in between) every lesson by scheduled program staff. A 30 minute break between all classes will be scheduled to execute these protocols.

Specific examples include:

- wiping all entrance area surfaces and cubbies
- wiping down all mats/equipment and apparatuses
- ensuring time for surfaces to air dry before re-use
- using products that meet recommended standards
- steam clean of carpeted areas

Additionally, cleaning stations will be placed throughout the gym in order to regularly clean equipment and apparatuses before and after participant use. Participants must also use hand sanitizer before and after using each piece of equipment, made available at the cleaning stations located next to each apparatus.

Hand Hygiene

- UBC handwashing policies and practices will be provided and posted
- Participants and staff will be required to wash hands before entering the gym, and when switching equipment
- Touchless hand washing stations and supplies will be provided including waste baskets



20. Equipment Removal/Sanitation

Detail your appropriate removal of unnecessary tools/equipment/access to areas and/or adequate sanitation for items that must be shared that may elevate risk of transmission, such as coffee makers, kettles, shared dishes and utensils

Prior to re-opening programming, a thorough gym clean will be done which will include the removal of all non-essential equipment

Each staff member will have labelled and designated equipment not to be shared with or stored near others. Program apparatuses shared by participants will be sanitized after each use (as previously explained in further details), and modifications to eliminate the use of difficult to clean apparatuses will be implemented, for example, stretching done on small easy to clean mats, instead of the carpeted floor.

Given that there is no kitchen/shared space, there won't be any coffee makers, kettles and shared dishes/utensils.

21. Partitions or Plexiglass installation

Describe any inclusion of physical barriers to be used at public-facing or point-of-service areas

Partitions and barriers will be used to build unique entry areas and activity spaces, only to be used by specific groups within the same program. Further information on barriers is also available on page 11 of this document. Please refer to Appendix I for floor key plan and traffic flow.

Section #5 – Administrative Controls

22. Communication Strategy for Employees

Describe how you have or will communicate the risk of exposure to COVID-19 in the workplace to your employee, the conduct expectations for the employee's physical return to work around personal hygiene (including use of non-medical masks), the familiarization to contents of this plan, including how employees may raise concerns and how you will address these, and how you will document all of this information exchange

Information on the risk of workplace exposure to COVID-19 and conduct expectations for upon return to work on campus around personal hygiene is covered in the mandatory training course that everyone will be expected to complete: Preventing COVID-19 Infection in the Workplace.

This safety plan will be distributed to the Education JOHSC. This will give the worker representatives on the committee an opportunity to preview the document and provide further suggestions for improvement. This pre-review process will be documented in the JOHSC meeting minutes

To communicate the mitigation of COVID-19 exposure risks in the workplace to the employees, this plan will be shared with all Active Kids, Outreach, and Facility staff via email.

Employees can raise concerns through their supervisor or JOHSC worker representative. In addition, WorkSafeBC Right to Refuse unsafe work will also be followed.



Additionally, please also refer to the details related to Staff Training, found in the section below.

23. Training Strategy for Employees

Detail how you will mandate, track and confirm that all employees successfully complete the [Preventing COVID-19 Infection in the Workplace](#) online training; further detail how you will confirm employee orientation to your specific safety plan

Any and all program staff will be trained in COVID19 safety precautions and are required to complete the following prior to coming to work:

- UBC’s mandatory module, Preventing COVID-19 Infection in the Workplace training, is accessible through the Workplace Learning (WPL) platform: <https://wpl.ubc.ca/browse/srs/courses/wpl-srs-covid>. To complete the training, they must enroll in the course after logging in with their CWL.
- The Faculty of Education’s mandatory course, which includes reading and agreeing to abide by all the guidelines specified in the Faculty’s Safety Plan. Enroll in the course here: <https://canvas.ubc.ca/enroll/NBKPDD>
- NO access will be scheduled for those who have not completed both courses.

Additionally, a thorough staff training session will be held prior to any programs being offered. New content will include the review of this document as well as program specific modifications with specific attention to:

- New building and access protocols
- Social distance protocols
- PPE
- Cleaning protocols
- Elimination control review (facility blueprint and associated protocols)
- Communications review for how to raise concerns (contact immediate Supervisor by email or cell phone)
- Modified program and lesson plans for increased safety and social distancing, for example, spotting protocols, apparatuses rotation protocols, etc.

Completion of all of the above noted training sessions will be tracked and documented by Active Kids Supervisory staff.

24. Signage

Detail the type of signage you will utilize and how it will be placed (e.g. floor decals denoting one-way walkways and doors)

Entry check, occupancy limits, and floor decals will be used throughout the building to indicate safe spacing of 2 meters apart. Distribution and installation plans are indicated in Appendix I.

- [Worksafe: Entry Check for Workers](#)



- [Worksafe: Entry Check for Visitors](#)
- [Occupancy Limits](#)
- [Entry Check for Visitors](#)

25. Emergency Procedures

Recognizing limitations on staffing that may affect execution of emergency procedures, detail your strategy to amend your emergency response plan procedures during COVID-19. Also describe your approach to handling potential COVID-19 incidents

In order to amend our emergency response plan we may designate interim floor wardens to perform this task after they have completed online training, which will take approximately 15-20 minutes. These individuals should be those that are currently working on campus. Staff must not be asked to come to campus to solely to fulfill their role as a floor warden.

Wall mounted Emergency Procedure Key Plans and the Building Emergency Response Plan are posted throughout the building and the location of emergency exits and the muster stations are communicated and reviewed with all staff.

Emergency Response

If a staff or participant develops symptoms of COVID-19 while on site, the following process will take place:

If you feel sick at work, all faculty, staff and student-staff should:

1. Contact UBC First Aid on the Point Grey Campus by calling 604-822-444 or 2-4444 (UBC Landlines). The first aid attendants will conduct a COVID-19 screening assessment with you by phone
2. Complete the [Thrive BC COVID-19 Self-Assessment Tool](#) and follow its recommendations

Suspected positive incidents or exposure concerns are to be reported to the Supervisor.

Further incident reporting information can be found on the SRS webpage. <https://srs.ubc.ca/covid-19/health-safety-covid-19/>

Direct people who are unsure about what they should do to the BC Self-Assessment Tool.

OPH programs and services remain available to all staff, faculty, and paid students who have questions or concerns about their health and safety in the workplace, including questions around COVID-19.

At home instructions for anyone with symptoms:

- A. Use the [BC Self Assessment tool](#) if you need further assessment or testing for COVID-19.
- B. If you are not tested but still exhibit symptoms, you should isolate for a minimum of 10 days. If you live with others, you should stay in a separate room and keep a 2m distance. If you are a student at UBC and living in residence, you should refer to guidance from UBC Housing.
- C. If a COVID-19 test has been conducted and the health care provider has deemed it safe to return home, follow the guidelines from the BC CDC



- D. Visit a health care professional or call 8-1-1 for more information
- E. Before heading to a health care clinic, call to describe symptoms and follow their instructions.

If there is a confirmed positive test within an activity or training group, the public health authority will be responsible for contacting anyone who may have been exposed and provide instructions. This may include self-isolation and monitoring for symptoms for 14 days. This will be at the direction of public health officials. All information to assist with contact tracing will be made available to the appropriate public health officials.

Thorough facility cleaning and sanitization would be immediately initiated with exploration of a greater facility shutdown if required.

26. Monitoring/Updating COVID-19 Safety Plan

Describe how monitor your workplace and update your plans as needed; detail how employees can raise safety concerns (e.g. via the JOHSC or Supervisor) - plan must remain valid and updated for next 12-18 months

The success and any new identified risks of the safety plan will be monitored daily and monthly by coaching and Supervisory staff. Any updates to the safety plan or responses to concerns that require action will be documented and communicated in a timely manner to all staff, students, and clients through coordinated efforts by the Active Kids management team.

After the first season of classes (Oct-Nov 2020) we will review all protocols in preparation for Step 2 of this safety plan.

On an ongoing basis, and in addition to daily and weekly monitoring, a seasonal review (approx. every 2-3 months) will be held until further notice.

27. Addressing Risks from Previous Closure

Describe how you will address the following since the closure: staff changes/turnover; worker roles change; any new necessary training (e.g. new protocols); and training on new equipment

Since the closure many new communications, new training protocols, and any revised responsibilities for staff (such as regular sanitizing) have been developed for staff and participants. Details for staff can be found in the Staff Training section of this document.

Section #6 – Personal Protective Equipment (PPE)

28. Personal Protective Equipment

Describe what appropriate PPE you will utilize and how you will/continue to procure the PPE

PPE use for staff *during sport and physical activity time* is not anticipated to change from pre-COVID-19 timeframe with the exception of select instructional staff in the specific case of when for safety purposes, there is a need to spot a participant:



- The majority of activities that require a high degree of spotting will be eliminated, and participants will focus on safer progression instead
- Where spotting is required, as per viaSport and Gymnastics BC guidelines, coaches will be required to put on a mask
- Additionally, if there is a need to come into direct contact and physically manipulate a participant for safety purposes, then the coach will be required to put on a fresh pair of gloves that will be immediately disposed of after each use (using the cleaning stations at each apparatus)
- Each time an athlete may need to be spotted, a clean pair of gloves must be used
- *Note- the use of gloves is in addition to the mandatory hand washing protocols that every coach and participant must adhere to immediately before and after using each apparatus, and is only for spotting purposes

However, as per [UBC guidelines](#) made effective on Sept 16th, it is **mandatory that all visitors, staff, faculty, parents, and children, and program participants wear non-medical masks, when indoors on our campuses.** Relevant exemptions include:

- Persons with a medical condition, including breathing or cognitive difficulties, or a disability, that prevents them from wearing a mask or renders them unable to put on or remove a mask without the assistance of another person
- Where communication with a person requires that a person to be able to see the speaker's mouth
- Children five years of age or younger
- Persons consuming food or beverages while seated in UBC dining facilities in seating areas designated for consuming food or beverages in accordance with an approved COVID-19 Safety Plan
- UBC faculty or staff or other persons assisting with a health or safety emergency
- Persons engaged in indoor sports or exercise where permitted by UBC Athletics and Recreation or the management of another UBC sports or recreation facility in accordance with an approved UBC Safety Plan. For Active Kids program specifically, this includes when physical activity begins (i.e. the program start time), instructional staff and participants may remove their masks. Once the program and exercise has finished, all persons must put their mask back on until they exit the facility.
- Further information on safe mask wearing is [available here](#).

Section #7 - Acknowledgement

29. Acknowledgement

Plan must demonstrate approval by Administrative Head of Unit, confirming: 1) the Safety Plan will be shared with staff and how; 2) staff will acknowledged receipt and will comply with the Safety Plan.

I acknowledge that this Safety Plan has been shared with staff both through email and will be made available as a shared document. Staff can either provide a signature or email confirmation that they have received, read and understood the contents of the plan.



Date September 1, 2020
Name (Manager or Supervisor) Dr Robert Boushel
Title Director, UBC School of Kinesiology

Faculty and Staff Occupying Workspace

Name	Email	Confirmation of Understanding
Dylan Brown	Dylan.brown@ubc.ca	<input checked="" type="checkbox"/>
Kimberly Truong	Kimberly.truong@ubc.ca	<input checked="" type="checkbox"/>
Kari Brackenbury	Kari.brackenbury@ubc.ca	<input checked="" type="checkbox"/>



Appendix

APPENDIX I – OSBORNE UNIT 1

