



## RMOW – Spruce Grove Field House (SGFH) COVID-19 Safe Work Guidelines for Public Entry

### Task:

The established protocols and procedures have been developed to mitigate the risk of exposure and potential spread of COVID-19 to employees and members of the public. The purpose of these guidelines is to enable limited public access to Spruce Grove Field House (SGFH), for select user group bookings.

### REMINDER:

- If you have had contact with a confirmed or suspected case of COVID-19 or are returning from travel outside of Canada, you must self-isolate for 14 days.
- If you are experiencing mild respiratory symptoms, you must self-isolate at home for 10 days after the initial onset of symptoms.
- If you start to feel unwell while at work: Isolate yourself and report it to your supervisor immediately.

### Hazard:

Safety issue for consideration is the risk of exposure biological agents.

### Safe Work Procedures:

This guideline is intended to assist staff in identifying hazards, to limit exposure and heighten awareness to potential exposure, when dealing with members of the public.

Employees must also read, understand and follow all RMOW Safe Work Procedures and Guidelines. For this plan to be effective, staff and public alike must adhere to these guidelines. The Facility Booking Coordinator will distribute the SGFH COVID-19 Safe Work Guidelines for Public Entry to all user groups, for dissemination to all users. The Facility Booking Coordinator and Facility Attendants will ensure all user groups and participants abide by these guidelines, for the duration of their visit to the facility. These staff will also ensure the public appear healthy and that they properly sanitize their hands before entering the building.

The following documents should be reviewed in combination with these guidelines:

- **RMOW COVID-19 Exposure Control Plan**
- **RMOW Indoor/Outdoor Employees Working On-site SWP0601, for general workplace procedures;**
- **RMOW Organizing Meetings During Pandemic SWP;**
- **RMOW Vehicle Operation During Pandemic SWP0521;**
- **RMOW Cleaning and Disinfecting SWP0602**
- **RMOW Safe Work Guidelines for MPCC**

## Common sense practices:

- Wash hands regularly for a minimum of 20 seconds with soap & water or hand sanitizer, particularly before and after eating
- Sneeze or cough into your sleeve or a tissue and dispose of it right away.
- Avoid touching your face with unwashed or gloved hands.
- Practice social/physical distancing of 2m

### **Hand hygiene:**

Hand washing policies and hygiene practices in the form of posters will go up throughout the facility. Hand sanitizing stations will be available and easily accessible in each area of the building

### **Sanitizer:**

Sanitizing stations are located at the entrance of the building and must be used prior to building entry and exit by all staff and members of the public.

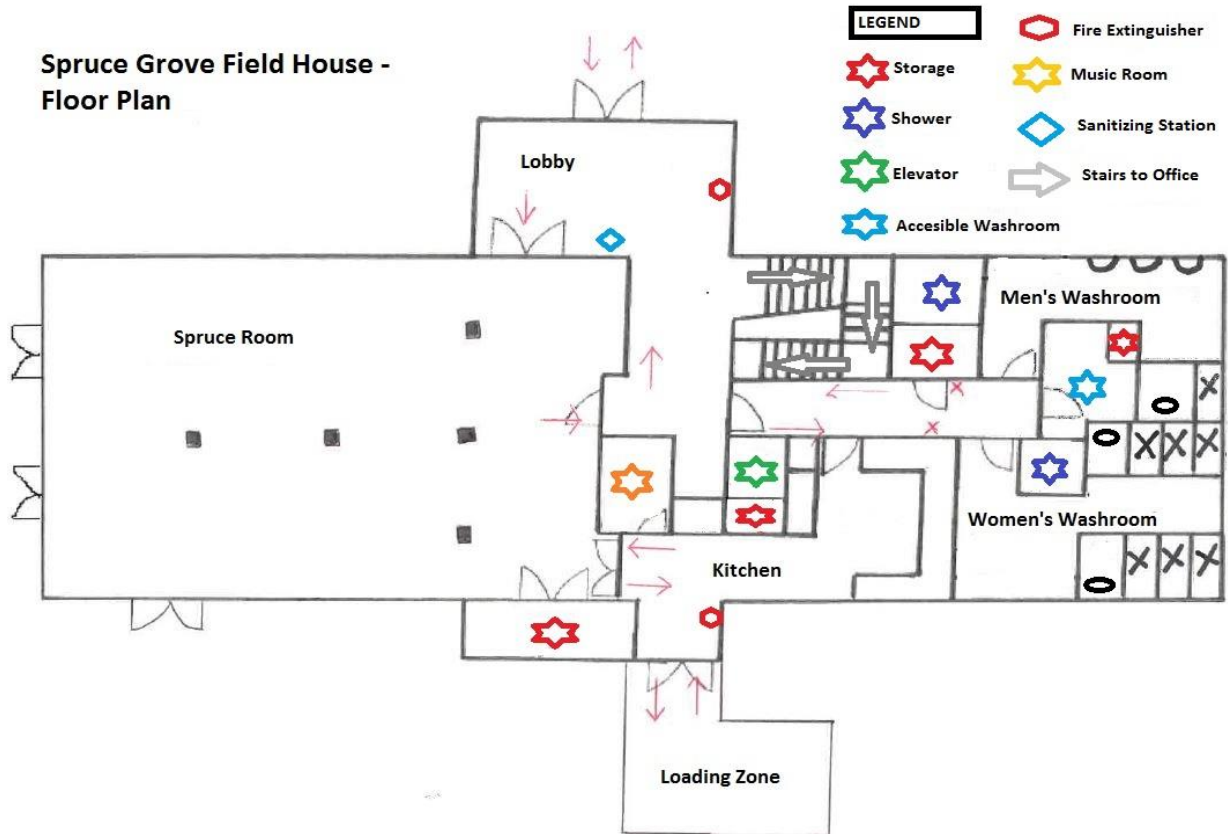
## Occupancy Loads for each space:

In order to maintain social distancing, the maximum occupancy loads for each room at Myrtle Philip Community Centre is as follows.

Please note that if tables are added the amount of occupancy will be reduced:

<b>Room</b>	<b>Maximum People</b>
Spruce Room	31
Kitchen	2
Reception/Office	1
Music Room	1
Bathrooms	2 per washroom/ 1 person for accessible washroom

## Spruce Grove Field House - Floor Plan



### Stair well:

The stairs up to the offices are narrow and 2 people cannot pass with a 2 metre clearance. Entry to the stairwell is visible to persons going up and coming down. If someone is in the stairwell then wait until the stairwell is clear before you enter.

### Spruce Room

Doors - when able - will be left open.

### Washrooms:

The men's and women's washrooms can be occupied by 2 people at a time. Only 2 stalls will be available for use. All others will be locked so as not to be used. There is a cross indicated where to wait outside the washrooms. The accessible toilet stall is located between the men's and women's washrooms.

### Facility Access:

Entry to the Spruce Grove Field House is via the front doors. Load in for caterers and equipment is via the loading zone located behind the Field House.

No access will be given to the building until your booked time. Users must wait outside maintaining 2 metres distance between each person.

### Entrance Doors:

The Spruce Grove Field House double front doors will be left open when possible. If the doors are not able to be left open then signage for entry and exit must be followed. Enter by the left side door and exit from the right side door.

### Common Corridors:

In order to assist in maintaining social distancing throughout the Field House directional arrows have been placed on the ground. The hallway to the washrooms is narrow so keep as close to the walls as possible when someone else is passing in the space.

### Fire Doors:

Fire doors will be left open during all bookings if weather allows. Facility Attendant will close at the end of the day.

### Communal doors:

Wherever possible, communal doors will be propped open, so users can pass through without touching handles. Fire code provisions will be maintained.

### Air Flow:

Windows and doors in each room will be opened - when able - in order to increase air flow.

### Cleaning and Sanitizing:

There is a hand sanitizing station in the Lobby.

All rooms and equipment used will be sanitized after and prior to user groups accessing the rooms.

### Signage:

Signage is installed to inform customers of the RMOW health and safety protocols:

1. Hand washing/hygiene
2. Physical distancing
3. Respiratory etiquette
4. Entry/exit protocols
5. Occupancy limits

### Disposal:

A closed, lined waste bin will be available for staff and public to dispose of sanitizing wipes, tissues, masks, gloves, etc. when entering and exiting the facility.

### Handling of Documents and Other Items:

To mitigate the risk of handling materials, the public will be encouraged to utilize online services whenever possible. When necessary, submission of paper documents or other items will be complete by placing in the designated tray in the reception office where they will remain during the required quarantine period.

**Quarantine period for documents:**

The most current research (from the New England Journal of Medicine <https://www.nejm.org/doi/10.1056/> ) has found that COVID-19 will persist on cardboard surfaces for 24 hours and on plastic surfaces for up to 72 hours.

Based on this research, quarantine periods are as follows:

- Paper or plain cardboard products: minimum 24 hours
- Other items: minimum 72 hours

**Material handling:**

When handling materials, staff should wash their hands prior to reduce the likelihood of contamination, should they be infected and asymptomatic. After handling materials, staff should wash their hands again for at least 20 seconds.