



REGIONAL  
DISTRICT  
OF NANAIMO



# Recreation Program Services RESTART PLAN

**Reviewed January 12, 2022** – Depending on current Provincial and/or Federal Health Orders, WorksafeBC direction and RDN policies, some sections and specific procedures within the Restart Plan may or may not be in effect.

AUGUST 2020 - REVISED JAN 18, 2022

[rdn.bc.ca/recreation](https://rdn.bc.ca/recreation)



*RDN Recreation Program Services will continue to ensure our level of service and method of delivery of services is aligned with the response and recovery approach that the Province of BC has established.*

## Preface

The intent of this document is to provide information and insight as to the considerations and approach taken by the RDN recreation program services team during this challenging time. Readers will find protocols and expectations in relation to COVID 19 of our program participants within the appendix.

The objective of this plan is to align with the response and recovery approach of the Province of BC which includes identifying and establishing steps to minimize the risk of exposure to the coronavirus for employees and the public using best practice strategies and protocols. Restarting is dependent on provincial, regional and regulatory bodies affirming it is safe to do so and upon employees and the public following the safety plans that have been established.

We will continue monitoring the situation and will make changes based on the directives issued by the Province, Public Health Officer and Health Authorities.



# Background

The announcement of the initial Provincial response to the COVID-19 pandemic fell on the Friday prior to Spring Break during which the Recreation Department had a full line up of camps set to run. Although no specific direction was given regarding community recreation programs the Department made the decision to cancel all day camps and programs from March 17th, 2020 through for the foreseeable future. Since then the community recreation programming team has been focused on supporting our communities to remain connected and active.

Recreation program services will continue to ensure our level of service and method of delivery of services is aligned with the response and recovery approach that the Province of BC has established. We will continue to attempt to minimize the risk of exposure to the coronavirus for employees and the public by adhering to established industry protocols. We will closely consider all decisions regarding program delivery. As we consider program possibilities we ask; can we do this in accordance to the established protocols? Can we provide levels of protection for our participants and staff, while being true to our philosophy and commitment to quality of service? (Appendix 1- p.7).

## Resources

WorkSafe BC requires all workplaces to have a COVID 19 Safety Plan in place. In the case of the Regional District of Nanaimo there is one plan for the whole organization in place which includes site specific assessments and strategies.

*RDN COVID-19 Safety Plan* [www.rdn.bc.ca/covid-19-safety-plans-and-risk-assessments](http://www.rdn.bc.ca/covid-19-safety-plans-and-risk-assessments)

The BC Recreation and Parks Association (BCRPA) released a 'Return to Recreation' document after much consultation with industry members and with approval of the Ministry of Health. This has proven to be a valuable tool for the Department.

*The BC Recreation and Parks Association, "Return to Recreation"*  
[www.bcrpa.bc.ca/media/242766/bcrpa-restarting-guidelines-final.pdf](http://www.bcrpa.bc.ca/media/242766/bcrpa-restarting-guidelines-final.pdf)

Also, of value has been the 'Return to Sport' document published by viaSport. This has served not only as a tool for the Department but also valuable for local sport organizations and community partners as they work towards getting back into action using local facilities and amenities.

*viaSport BC "Return to Sport"* [www.viasport.ca/return-sport](http://www.viasport.ca/return-sport)

The RDN has also released a 'Resilience Renewal Framework' which provides an overview of how the organization has managed the COVID-19 crisis and lays out the plans for each department. The document includes an overview of the stages of restoring services. The approach taken allows for the organization to be able to shift between the stages as needed.

*RDN Resilience Renewal Framework* [www.rdn.bc.ca/sites/default/files/inline-files/RDN%20Resilience%20Renewal%20Framework%20June%2024%202020\\_0.pdf](http://www.rdn.bc.ca/sites/default/files/inline-files/RDN%20Resilience%20Renewal%20Framework%20June%2024%202020_0.pdf)

# Stages for restoring Recreation Program Services (Northern Recreation Services):

As the Province moves through the stages of reopening the programming team has made adaptations to the way we provide recreation services.

## Stage One (March-May)

After the initial flurry of activity; contacting instructors, facility operators, and program registrants regarding program cancellations, the team pivoted and focused on launching Rec Connect. This online portal has allowed the Department to stay connected to the community and serves as a point of contact and a medium to help deliver online programs, host discussions and provide various resources and updates.

- The team worked with a handful of instructors to provide free online videos of fitness programs posted to Rec Connect.
- Team members reached out to clients who were potentially isolated or facing extra challenges considering COVID-19 e.g. seniors, financial access program clients, regulars known to the team that live alone and or have transportation challenges.
- Staff participated in webinars and virtual meetings with industry partners on various COVID-19 related issues and contributed to the BCRPA 'Return to Recreation' document by way of responding to surveys and participating in online discussion boards.
- Our first virtual registered (free) online session held on May 14th was a Hiking Information session with a local hiking enthusiast and search and rescue team member.
- Two full time equivalent Community Recreation Programmers were issued layoff notice which took effect in May.

## Stage Two (June-July)

With the Provincial announcement of Stage Two in mid May the community recreation team began planning for summer day camps, this included developing program plans that adhered to restrictions and establishing protocols and ensuring that adaptations were in place.

- One FTE programmer was recalled to help plan for summer programming at the end of May.
- A program services COVID-19 safety review was conducted.
- Program participant expectations were drafted. (Appendix 2- p.8)
- Program procedures and protocols were drafted. (Appendix 3- p.9)
- Rec Connect platform continued to be updated.
- Personal Protective Equipment needs were assessed, and inventory was ordered.
- Remaining laid off programmer was recalled late June to allow for final camp preparations and summer leader orientation.
- Summer camp leader staff were rehired.
- Summer camp leader staff attended orientation week which included training regarding COVID-19 procedures and protocols, and employee safety.
- Summer camp registration reopened June 18th- online or over the phone only.
- Confirmation of community program spaces and adherence to COVID-19 protocols was conducted.
- In June we began testing the feasibility of offering live, free, fitness programs via the Zoom platform.
- We were able to offer a few regularly scheduled fitness programs virtually, which are continuing.

## Stage Three (July - onwards)

The focus during the summer months will remain on day camp programs and limited fitness program offerings. Planning for the fall season has begun.

- Summer camps began on July 6th. The camp session registration maximums were reduced to 10 campers.
- A total of 16 camps were offered with registration being strong across the board except for one computer programming specialty camp which has now been cancelled (other weeks of this camp are still being offered).
- Outdoor, in person fitness programs began in mid July.
- Registration for programs remains available over the phone or online only.
- Will likely offer in person indoor fitness program (seated fitness, low impact) in August on the dry floor surface of Meeker Arena.
- Programming will continue to be offered outdoors as much as possible depending on weather and when suitable.
- Programs will continue to only be offered with preregistration.
- Indoor programs will be limited and will be held in spaces that allow for physical distancing and are well ventilated.
- Program protocols will remain in place. (Appendix 3 - p.9)



**APPENDICES**

# Appendix 1 - COVID-19 Program Planning Guidelines/Considerations

- Can we meet guidelines and still offer a warm, friendly, enriching program?
- Can we keep staff safe?
- Can we afford to offer program with reduced maximum participant numbers?
- What equipment will be used?
- What cleaning of equipment is required?
- How do participants interact with the equipment?
- Is public transit required?
- Is sign in/ sign out required?
- Can we stagger the timing of programs to help reduce congestion in common areas?
- Should we supply individual packages of materials/equipment?
- How much physical space is required i.e. is this an active program?
- What is the occupancy of the room once physical space requirements are calculated?
- What specific approved signage needs to be in place?
- Who are we communicating to, can we be creative or 'fun' in our approach in this instance?
- Who will be cleaning the space/equipment?
- How often will it be cleaned and is there time allowed within the program timeframe to do so?
- What cleaning product will be used, where is it being stored?
- What physical controls will be used to inform patrons of how to move through the space, protect staff i.e. shields?
- How can we alter a typical activity/game/lesson to ensure it meets the new guidelines/expectations i.e. shadow tag vs. touch tag, craft kits, individual station bags/kits, use of tablecloth laid out on the ground for campers to sit on during snack/lunch time?
- How are we communicating the changes and expectations to our participants, their caregivers and other staff during the program or at the program site?
- If there is no running water/soap available what is the plan to provide for hand sanitization?
- What are the high touch points in the program space?
- Allow for time to train up ALL staff that may be assisting with the program to include a review of the COVID guidelines/expectations/adaptations?
- If a participant requires inclusion support, make sure there is a thorough understanding of the ability of the participant to understand the physical distancing and cough/sneezing protocols. If not able to self-monitor inclusion staff will be required to wear gloves and mask, this should be explained prior to program start and if possible, let them see you wearing these items so they can become familiar with the appearance of these items.
- If visiting other facilities i.e. OP have, we confirmed/can we confirm facility schedule, will we need to plan for mixing of cohorts, how will that be managed? Can we go at an alternate time? Private booking?
- Do we need to alter program schedule to allow for cleaning protocols?

## Appendix 2 - Expectations of Program Participants

RDN Recreation and Parks is continuing to monitor PHO orders and expectations as well as industry guidelines and situations related to COVID-19. In order to do that we ALL need to work together. With this goal in mind we have the following expectations of our patrons:

We ask that you NOT attend any of our programs or facilities if any of the following applies to you or a member of your household:

1. if you are experiencing ANY cold, flu or COVID-19 like symptoms (fever, chills, cough, shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue or loss of appetite),
2. have traveled to any country outside of Canada within the last 14 days,
3. have been in close contact with a person with a confirmed case of COVID-19.

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

### Expectations:

- Wash or sanitize your hands prior to arriving at our program sites.
- Now is not the time to be participating in activities in multiple locations. Please consider the number of group activities and sports you are participating in.
- Please wear a face covering in public areas and when moving through areas to and from registered program spaces and areas of play. We encourage you to wear a mask in programs if possible.
- Take the time to read posted signage and follow the directives provided.
- Do your best to maintain a 2m physical distance from others.
- Be respectful of other people's comfort levels about personal space, this includes our staff and instructors.
- There is no socializing before or after programs with instructors or participants.
- Cough/sneeze into your elbow.
- Dispose of any tissues in the garbage.
- Bring a reusable water bottle with you.

If you have questions or concerns, please ask to speak to a staff member.

We expect that all program participants will adhere to established protocols. Failure to do so may result in you being asked to leave a program without refund.



**GENERAL:**

- Until further notice, all northern recreation services programs will require pre-registration (Drop-in swims and leisure skates have resumed)
- Proof of vaccine requirement is in effect for applicable programs.
- Virtual programming will continue to be offered.

**COMMUNICATION TO PARTICIPANTS:**

- Participant expectations are noted on the RDN website <https://www.rdn.bc.ca/pandemic> and are linked to from the department home page.
- Where possible signage will be posted at program sites to encourage and remind participants of physical distancing, self-determination of symptoms, mask mandate, and vaccine passport requirements.
- Expectations will be noted in marketing materials as appropriate.
- Whenever possible, participants will be sent a reminder email regarding the program-specific expectations prior to the first session.
- Participants will be encouraged to bring their own water bottles. Water filling stations are now open.
- The use of shared equipment will be minimized wherever possible.
- Spectators of indoor community recreation programs are not permitted

**PHYSICAL DISTANCING:**

- We ask participants to work with program instructors/leaders to ensure physical distancing is maintained
- Participants should avoid congregating before or after programs in public areas within the facility.
- If a participant develops symptoms while at a program they will be isolated in a separate room/area if possible, from others until arrangements to get home can be made.
- Exterior doors/windows to program areas may be propped open when safe to do so.

### **PERSONAL HYGIENE AND PROTECTIVE EQUIPMENT:**

- It is required that participants (5 years and older) and instructors/leaders wear a mask while participating in all indoor programs.
- Masks must be worn when NOT exercising or engaged in physical activity (i.e., during fitness programs). Masks are encouraged to be worn during exercise, but it is not required. Masks are encouraged during sport programs but not required while on the field of play.
- People who are unable to wear a mask due to a health condition or a physical, cognitive, or mental impairment and people who are unable to put on or remove a mask without the assistance of another person are exempt from mask requirements. People who are unable to wear a mask must maintain at least 2 meters distance when inside facilities.
- Hand sanitizer will be provided at the entrance of all program spaces. Where sinks are available hand soap will also be provided.
- As per WorkSafe requirements, instructors will have access to the required PPE.
- Inclusion workers working with clients with a need for physical contact will be required to wear a mask while working within the 2m distance.
- During park-based day camps or when away from day camp base location leaders will carry hand sanitizer.

### **DAY CAMP PROTOCOLS:**

- Day camp program schedules will be developed to include time outside if possible.
- Leader staff will remain as consistent as is possible for the duration of a program.
- We ask that Parents/Caregivers have a plan in place that will allow for a timely pick up should a camper displays symptoms while at camp i.e. an emergency contact on standby.
- Campers will wash their hands at the start of the day, throughout the day between activities, prior to eating, and before leaving for the day
- As much as possible food will be consumed with campers sitting a minimum of 2m apart.
- Food will not be shared, and food preparation will not be part of any activity.

For more information regarding COVID-19 risks for children, please review the following BC CDC publications:

#### **COVID-19 Public Health Guidance for K-12 School Settings**

[www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-guidance-k-12-schools.pdf](http://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-guidance-k-12-schools.pdf)

#### **COVID-19 Public Health Guidance for Child Care Settings**

[www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-guidance-childcare.pdf](http://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-guidance-childcare.pdf)



**REGIONAL DISTRICT OF NANAIMO  
RECREATION and PARKS DEPARTMENT**

**P R O C E D U R E**

SUBJECT: <i>Confirmed/Suspected COVID Reports in Programs</i> NO.: R&P 11	
CROSS REF.: BC CDC/Ministry of Health- Child Care Settings Guidelines, RPS 14 Sick Participant	
EFFECTIVE DATE: July 6, 2020	PREPARED BY: H. King APPROVED BY: D. Banman
REVISION DATE: August 19, 2020` REVIEWED DATE: August 21, 2020	REVISED BY: H. King, C. Jordan REVIEWED BY: D. Banman
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**PURPOSE:** Provide direction regarding what to do in any of the following scenarios:

1. If a program participant develops symptoms of COVID while attending a program
2. If a program leader develops symptoms of COVID while at work
3. If a participant or parent/caregiver of participant reports a suspected case of COVID
4. If a participant or parent/caregiver of a participant reports a confirmed case of COVID
5. If Island Health contacts the department regarding exposure to a confirmed case of COVID at one of our programs

**PROCEDURE:**

1. If a program participant develops symptoms of COVID while attending a program:
  - a. If the participant is a minor, identify a staff member to supervise the child.  
\* *If the participant is not a minor, they still should be monitored as much as possible*
  - b. Identified staff will put on required PPE (gloves, mask and other as required).
  - c. Identified staff member should immediately separate the symptomatic program participant in an area away from others until the participant can be collected by caregiver/significant other/ emergency contact.
  - d. Contact parents/caregiver as soon as possible.
  - e. Where possible maintain 2-meter distance from the participant.
  - f. Provide participant with tissues, and support as necessary so they can practice respiratory hygiene.
  - g. Open outside doors and windows to increase air circulation in the area.
  - h. Avoid touching the participant's body fluids. If you do, wash hands.
  - i. Once the participant has been picked up, staff member should wash their hands.
  - j. Clean and disinfect the space where the child was separated, and any areas used by the child.
  - k. Notify supervisor.
  - l. If concerned, contact the local public health unit to seek further advice.



## Appendix 5 - Confirmed/Suspected Reports of COVID-19 Exposure

2. If a staff person develops symptoms while at work, they should go home as soon as possible
  - a) Separate themselves into an area away from others while waiting to be picked up.
  - b) Maintain 2-meter distance from others.
  - c) Use a tissue or mask to cover their nose and mouth while they wait for a replacement and/or to be picked up.
  - d) Remaining staff must clean and disinfect the space where staff was separated, and any areas used by them wearing PPE as per procedure.
  - e) Notify supervisor.
  - f) If concerned, contact the local public health unit to seek further advice.
3. If a suspected case of COVID is reported by a program participant (or caregiver) advise them to contact Island Health immediately. Test results typically take between 24-48 hours.
  - a. The participant is not to return to camp until they have medical clearance to return or are symptom free (as is the case for any illness).
  - b. Confirm that the required end of day deep clean has been completed.
  - c. Keep in mind that if the case is CONFIRMED the participant/caregiver or Island Health will be in touch to conduct contact tracing and Island Health will provide direction as to how best to move forward.
  - d. Notify supervisor.
4. If a participant or parent/caregiver reports a confirmed case of COVID we will contact Island Health (they will have perhaps already been contacted depending on timeline).
  - a. We will follow their direction as to what to do regarding the status of the camp and they, Island Health, will be responsible for contact tracing.
  - b. We will discuss with them how best (if at all) to communicate the situation to other participants and their families.
5. If Island Health contacts the department for assistance with contact tracing, direct them to the superintendent responsible for the program or facility in question.
  - a. The Department will provide requested contact information and will work with Island Health on next steps.

### Common practices regardless of the scenario:

- Island health advises that they will lead the recommendations and steps for containment and contact tracing as soon as there is a positive case identified.
- Ensure cleaning procedures are being followed
- Have Island Health's contact information on hand for reference. 1 888 268 4319 [www.islandhealth.ca](http://www.islandhealth.ca)
- Inform the program supervisor ASAP and they will inform the Manager of Recreation Services, Manager of Employee Health and Safety and Manager of Emergency Services.
- We will work with Island Health on a case by case to determine if closures or further action beyond a deep cleaning, contact tracing and self-isolation is required.
- Should a camp cancellation be required, there is no guidance that states we cannot disclose the reason and, in this circumstance, it would be appropriate to disclose that following Island Health recommendations that camps at XX location are cancelled.

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wording of any public notification will involve the RDN Communication Coordinator and be approved by the Manager of Recreation Services.



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