



## **Credit Union Centre – COVID-19 Operational Plan**

Name of Business/Facility: Town of Kensington – Credit Union Centre Fitplex

Civic Address: 25 Garden Drive

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### **1. General**

Phase 3 of Prince Edward Island's Renew PEI Together Strategy allows for the re-opening of gyms and fitness facilities on June 1<sup>st</sup>. The following Operational Plan is created to ensure, to the greatest extent possible, the safety of our staff and patrons. This Plan is tentative in nature from the perspective that, as things evolve, as Public Health advice and direction evolves, so will this Plan. The Plan will be evaluated in two week increments and will be updated as required.

### **2. Hours of Operation**

- June 1, 2020 to June 14, 2020

Monday to Friday: 12:00 Noon to 9:00 PM

Saturday: 8:00 AM to 12:00 Noon

Sunday: 5:00 PM to 9:00 PM

- June 14, 2020 to June 28, 2020

Monday to Friday: 6:00 AM to 9:00 PM

Saturday: 8 AM to 12:00 Noon

Sunday: 5:00 PM to 9:00 PM

The hours of operation are subject to change as required and will be evaluated on a regular basis. Fitplex will be staffed during all open hours.

### **3. Physical Distancing/Regulation**

#### **a. Between Employees**

- All assigned workstations shall be separated by a minimum of 2 metres.
- Physical separation of 2 metres shall be maintained as much as reasonably possible.
- Internal traffic control markers and information signs will be placed throughout facility (arrows marking directions, etc.)
- When moving throughout the facility, directional floor markings shall be adhered to.
- Personal protective equipment, face masks, gloves, etc. will be provided to employees as requested or required.
- All work stations shall be equipped with hand sanitizer.
- Employees should wash their hands regularly throughout the day.
- All employees shall be responsible for cleaning and disinfecting their work areas.

#### **b. Public/Customers**

- External and internal physical distancing signage will be installed.
- Directional and general information signage will be placed in appropriate areas.
- Physical distancing signs will be placed on the floor directing people where to stand.
- Physical Barriers (glass, plexi-glass) will be placed between reception and areas and the public where two metres of separation is not possible.
- A hand sanitizer station will be placed at the entrance to the facility.
- Patrons must come dressed in their gym clothes and have an indoor pair of shoes (outdoor footwear is strictly prohibited – anyone using outdoor footwear will be asked to leave the facility and it may result in a membership suspension).

- Entering the facility: Please be respectful of all members when entering and exiting the facility. If you see someone using the stairs, please wait until the stairwell is clear before proceeding.
- Upon entering the gym, patrons shall immediately sanitize their hands – hand sanitizer will be provided at the main entrance to the gym.
- Locker rooms are to be used for handwashing and bathrooms only (A maximum of 2 person's allowed in locker rooms at one time).
- All patrons are required to sign in with a staff member upon arrival for contact tracing purposes. The sign in sheet will contain a declarartion that the user has not been outside of PEI within the last 14 days and are not required to self-isolate.
- No showers or locker use available at this time.
- Physical distancing of at least 6 feet will be enforced; Equipment has been spread out as much as possible. Please respect others and stay apart.
- All equipment shall be disinfected by each user after each use. Disposable paper towels, disinfectant and wipes will be made available.
- Yoga\fitness mats will not be provided. If required, patrons are responsible for providing their own mat.
- The maximum capacity of the Fitplex at this point in time will be 15 persons. Fitplex staff will monitor this capacity and adjust as required.
- We have attempted to move all equipment such that it is a minimum of 6 feet apart. Any equipment that cannot be separated by 6 feet will be clearly marked with a warning that physical distancing is not possible. Anyone wishing to use this equipment should ensure that the neighbouring equipment is clear before beginning.
- Please refrain from gathering in groups while working out. Please complete your workout in a timely fashion and exit once completed.

## **2. Policy for Exclusion of Employees Requiring Self-Isolation**

Prior to the beginning of each work day, every employee reporting to work must sign the designated form indicating generally, the following:

*“I declare by signing this form that I have not been outside PEI within the last 14 days and am not required to self-isolate according to the Prince Edward Island Chief Public Health Office.”*

(actual form text may differ slightly from the text above – The intent is to ensure that employees are not required to self-isolate and are not displaying symptoms of COVID-19 – given the essential nature of policing and other municipal type services, it is apparent that out of Province travel may be permissible in certain circumstances without a requirement to self-isolate, subject to the approval of Prince Edward Island Chief Public Health Authorities)

### **3. Illness/Exclusion Policy**

- All staff must self-monitor for symptoms and report to their supervisor if they have concerns about possible COVID-19 exposure or possible symptoms.
- Any staff member developing symptoms of COVID-19 at work must immediately perform hand hygiene, report to their supervisor, avoid contact with staff and leave as soon as it is safe to do so. The staff member is required to call 811 to arrange testing.
- Symptomatic staff will be required to self-isolate until tested for COVID-19 and the results are confirmed.
- If the test results are negative for COVID-19 but the staff member remains ill and/or symptomatic, they should remain on sick leave.
- Symptoms of COVID-19 include:
  - Cough (new or exacerbated chronic)
  - Headache
  - Fever/Chills
  - Sore Throat
  - Marked Fatigue
  - Sneezing
  - Congestion
  - Body Aches
  - Runny Nose

### **4. Enhanced Cleaning and disinfection of Shared Areas and Surfaces**

Cleaning products remove visible soil and/or dirt from surfaces.

Disinfecting products are used to destroy bacteria and viruses.

<b>Cleaning product</b>	<b>Cleaning Product: Ecopure Neutral Cleaner</b> • Mixing Instructions: 1.5 ounces per 1 gallon of water. <b>Javex (Bleach)</b> • Mixing Instructions: 1.5 ounces per 1 gallon of water.
<b>Mixing instructions</b>	See above
<b>Disinfecting product</b>	<b>Javex and Hand &amp; Surface Sanitizer (alcohol based)</b>
<b>Mixing instructions</b>	Javex 1.5 ounces per 1 gallon of water

<b>Cleaning – Location</b>	<b>Frequency</b>	<b>Disinfecting - Location</b>	<b>Frequency</b>
Floors	Daily	POS terminal	After each use
Gym	2X per day	Telephone	After each use
Locker-rooms	2X per day	Computer	After each use
Washrooms	2X per day	Stairwell	2-3X per day
		Gym	2-3X per day
		Washrooms	2-3X per day

## 5. Hand Washing/Sanitizer Stations

We must all do our part to prevent the spread of the illness. We know that practicing good hygiene is an essential part of preventing the spread of COVID-19. To protect yourself and others from getting sick, please take the following precautions:

- Wash your hands often (at minimum once every hour, and in addition to routine times such as after using the washroom, before eating, etc.).

- Cough/Sneeze into your elbow or into a tissue and discard.
- Avoid touching your eyes, nose and mouth with your hands.
- Use alcohol-based hand sanitizer if soap and water are not readily available (each work station will be provided with alcohol-based hand sanitizer).

#### Hand Washing Stations Location

**Staff** Washrooms

**Public** Public Washroom available

#### Hand Sanitizer Station Location

**Staff** Immediately upon entry (signage will be installed)

Work Stations

**Public** Immediately upon entry (signage will be installed)

At Fitplex and Arena Reception Areas