

Western Fair Sports Centre

COVID-19 Safety Plan

Company details

Business name: Fair-City Joint Venture
O/A as Western Fair Sports Centre

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Manager

Date completed: November 13, 2020

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Division/group: Western Fair Association

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Date distributed: November 13, 2020

Revision date:

Provide as much information in response to each question as possible. This will help your workers and other people to know exactly what to do and what to expect.

The final page will help you create a snapshot version of your plan to post in the workplace. This can act as a reference for workers and let others who come into your workplace know what you are doing to help keep everyone in your workplace safe.

The COVID-19 pandemic is an evolving situation – review your plan regularly and make changes as required. Refer to the Ontario government’s [COVID-19 website](#) for up-to-date information.

1. How will you ensure all workers know how and are able to keep themselves safe from exposure to COVID-19?

Consider: What guidance will you need to provide? How will you share information? Do you need new or more frequent types of communication? Where will you update yourself on new COVID-19 guidance?

Example: Ensure our procedures are up to date by a daily review of Ministry of Health guidance.

Actions:

- Educational and informative signage is posted throughout the facility, including in employee work and break areas
- Any additional information or updates are distributed to employees as needed, either by WFD HR department or from Managers/Supervisors within the facility
- As new directives and guidance is available from local and provincial health authorities, our management team meets to discuss changes and actions, which is then communicated through managers and supervisors through email, bulletins and verbal conversations
- Facility management are constantly reviewing new directives, checking in with local and provincial releases weekly, at minimum

2. How will you screen for COVID-19?

Consider: How you will stay current about what symptoms to look for? Will you use a screening checklist? Who will do the screening? Who needs to be screened and how often?

Example: To find out if workers are well when they come to work, we will ask each worker basic questions about their physical health and symptoms using the provincial list of COVID-19 symptoms.

Actions:

- Our organization, Western Fair District, has implemented a screening procedure for staff. All staff must complete a questionnaire and sign in using this app, website or form prior to each shift. This is updated based on the provincial list of COVID-19 symptoms.
- For guests and users, many organizations have implemented their own screening procedures that participants must complete before participating in their activities. Each participating group must have 1 member sign in, acknowledging that their group has self-assessed and are safe to enter and participate.
- For those not captured by these groups, we have a sign in sheet including information on COVID-19 symptoms and a self-assessment tool. We have also enrolled with CANATRACE for a screening application that helps collect sign in and screening data. Each participating group must have 1 member sign in, acknowledging that their group has self-assessed and are safe to enter and participate.
- As per the City of London recreational facility requirements, spectators/parents are separately completing a screening on site before proceeding into the facility, acknowledging they have self-assessed and are safe to enter.

3. How will you control the risk of transmission in your workplace?

Include how you will maximize distance and separation, reduce transmission from surfaces and objects, and support good hand and respiratory hygiene.

Consider: What [engineering and administrative controls](#) will you use? What changes will you make? Who needs to be in the workplace? How will you gather worker ideas about different ways of working?

Example: We have a new policy that limits time in the kitchen to 10 minutes, we have created a new outdoor break area in our parking lot and have changed how we schedule shifts and breaks.

Actions:

- Meeting and break areas have been rearranged to ensure appropriate spacing have a maximum number of occupancy
- In person meetings are limited in frequency, attendance and duration, opting for virtual meetings where possible
- Staff are reminded to remain aware of their gathering behaviours, ensuring distancing measures are followed at all times
- Common areas and shared equipment is wiped down using disinfectant after use
- Regular check-ins and meetings (small group or virtual) are held to discuss current actions and seek new ideas for improvements that can be made

- Now that we have entered the RED zone, we are utilizing separate entrances for each area of the facility, as requested by public health.
 - Groups are not permitted

4. What will you do if there is a potential case, or suspected exposure to, COVID-19 at your workplace?

Consider: What is the contact information for your local public health unit? What are your isolation procedures? How will you gather workplace contact information for public health contact tracing?

Example: We have designated a safe isolation area in the workplace and created a checklist with the procedures of what to do if some gets sick at work, including key contact numbers.

Actions:

- Middlesex-London Health Unit – 519-663-5317, press 1 (8:30AM-7:00PM) or email covid@mlhu.on.ca
- If we are required to isolate someone at the workplace, the upstairs small boardroom will be used as an isolation area. For most of our staff, if someone begins to feel ill, they will be asked to go home and monitor symptoms from there.
- All employee contact information is available through our payroll system, which Managers/Supervisors have access to. This system will determine dates and times which employees are on site, as will the screening procedure through our Envoy app. Information can be gathered from these areas as requested by the health unit.

5. How will you manage any new risks caused by changes to the way you operate your business?

Consider: With workers, review existing critical risks and whether work practice changes will affect your current risk management strategy. Are any new risks introduced due to changes in worker numbers or work practices? What new risk controls are required?

Example: We will establish regular check-ins with workers about how they're coping with the change to shift work.

Actions:

- Our managers and supervisors have regular check-ins with staff to identify concerns or issues with current procedures, identify additional risks and discuss action steps that can be taken. Managers and supervisors are then communicating regularly with each other to discuss concerns brought up from staff, and determine any changes that need to be made to our operation.
- We are also in regular communication with user groups to check-in on how procedures are being followed, and adjusting operations and communications as needed.
- Operations staff are required to continue to do safety and maintenance checks, and no new risks have been identified in the area of ice maintenance.
- Guest Services staff face new risks, as their work area has moved from a more secure office to our front lobby in order to properly screen guests and control entry. We have installed a plexi barrier in front of their work area, and put up additional tables to create more space between the worker and guests. They have a computer and radio for communication, and are in touch with the other facilities staff regularly. When a break is needed, another staff comes to cover the desk area, or valuable items are taken to the secured office to be locked up while staff are away from the desk.
- We have also requested for security to make regular rounds in the Sports Centre to check in and have a presence, especially as the weather turns cold and some non-users try to enter the building.
- Our Joint Health and Safety Committee meets monthly, who also addresses these types of concerns site wide, bringing up new risks and discussing ways to mitigate and control.

6. How will you make sure your plan is working?

Consider: How often will you schedule a review of your plan? How will you get input and ideas from workers and clients? Who is responsible for evaluating how things are working and for adapting the plan as you find better/easier ways to do things? How will you communicate changes?

Example: We will set up a weekly meeting between the CEO and the health and safety representative.

Actions:

- Managers and supervisors check in regularly with staff and each other on the above outlined items, ensuring our approach to safety for staff and users is up to date and working effectively.
- Management is also in touch with our City partners to discuss best practices being used at facilities throughout the City.
- Staff at all levels are in regular communication with user groups, providing feedback in both directions on how the plan is working. Staff provide feedback on the ways in which users are or are not following the plan, and organization contacts let us know the feedback they have received and how we can work together on improvements.
- This plan will be reviewed and revised in our bi-weekly management team meetings at minimum, along with any time a local public health guideline is updated. The management team will assess the effectiveness of the plan, and suggest changes to be discussed with the team and constituents and implemented if necessary.
- Any changes will be communicated to staff through email, bulletins and verbal communications. Changes can also be communicated through facility signage if necessary, along with communication through our organizational contacts.

COVID-19 safety plan – snapshot

This snapshot can be posted in a place where it can be seen easily so your workers, clients and other people entering the workplace will know what actions are being taken.

Business name: Western Fair District

Division/group: Sports Centre

Revision date: December 14, 2020

Date completed: November 13, 2020

Measures we're taking

How we're ensuring workers know how to keep themselves safe from exposure to COVID-19

- Signage and bulletins posted throughout facility and in staff areas
- Regular communications and updates via email and small staff meetings
- Screening app

How we're screening for COVID-19

- Envoy app for employee self assessment
- Screening sign offs, self-assessments and organization apps for users
- CANATRACE App also available for sign in and screening

How we're controlling the risk of transmission in our workplace

Physical distancing and separation

- Physical barriers at Guest Services area
- Masks must be worn in all indoor public places
- Physical distancing signage and markings, enforcing with staff and users

Cleaning

- Sanitizing rooms and benches between each use
- Additional sanitization taking place nightly
- Wiping down of shared equipment/areas between uses

Other

- Hand sanitizer available throughout facility
- Hygiene practices encouraged and reminded

What we will do if there is a potential case, or suspected exposure to, COVID-19 at our workplace

- Individual to go home or isolate immediately
- Notify management and the local health unit
- Follow directives from the local health unit

How we're managing any new risks caused by the changes made to the way we operate our business

- Regular check-ins with all levels of staff, Joint Health and Safety Committee, user groups and City of London for their facility best practices
- Open dialogue regarding staff and user concerns, any suggestions or ideas and discussion on changes to make and best steps to take

How we're making sure our plan is working

- Regular review at management bi-weekly meeting
- Additional review as public health guidelines are announced
- Check-in with user groups and observation to determine areas for improvement or inefficiencies.