

# COVID19 SAFETY PLAN FOR SHAWNIGAN COBBLEHILL FARMERS INSTITUTE AND AGRICULTURAL SOCIETY

September 2020

## Overview:

The COVID-19 pandemic has impacted all citizens in the Cowichan Valley. As we work to ensure the health and safety of our community, the Shawnigan Cobble Hill Farmers Institute and Agricultural Society (SCHFIAS) will act in accordance with the directives issued by the Province and the Provincial Health Officer, Dr. Bonnie Henry. SCHFIAS closed its facilities to public use on March 23, 2020 including the Cobble Hill Hall, Youth Hall and Stu Armour Hall. These closures were done to ensure the health and wellbeing of our community, our workers and the volunteers who are responsible for the SCHFIAS facilities. However, SCHFIAS is now offering rentals on a limited basis to its regular renters.

## Strategic Objectives:

This plan supports four primary strategic objectives. These include:

- Protecting the health and safety of both the public and volunteers while serving as a defence against the pandemic;
- Protecting the assets of the SCHFIAS by continuing to meet the needs of our regular renters while at the same time adhering to the restrictions and limits prescribed by the Provincial Health Officer and as mandated by the SCHFIAS Board of Directors;
- Doing the necessary planning and work needed to ensure all renters are provided with optimum safety conditions for their rentals; and
- Ensuring appropriate policies and procedures are in place to support recovery from the pandemic.

## Protocols for Renters:

Before a rental will be considered, the person or organization applying to rent is required to develop and submit a COVID-19 Safety Plan to SCHFIAS that meets WCB Standards. A Safety Plan template can be found at the website listed below.

<https://www.worksafebc.com/en/resources/health-safety/checklist/covid-19-safety-plan?lang=en>

The first level of protection against COVID-19 is elimination; therefore, the following protocols and SCHFIAS policies must be met in the Safety Plan:

1. Occupancy limits for SCHFIAS facilities are determined by the BC Ministry of Health. The occupancy limit in the Cobble Hill Hall and the Stu Armour Hall will meet or exceed social distancing requirements but at no time will more than 50 people, including instructors and guests, be permitted in the buildings. This occupancy limit may be increased or decreased from time to time by the BC Ministry of Health.

2. All renters must designate a “host” from within their group to oversee participants and to ensure they are following all requirements outlined in both the SCHFIAS Safety Plan along with the plan submitted for rental consideration. The host's name and contact information must be reported to the rental coordinator prior to the commencement of your rental.
3. A host's responsibilities include but are not limited to the following:
  - a) reporting any rental and safety concerns directly to the SCHFIAS rental coordinator at [cobblehillhall@gmail.com](mailto:cobblehillhall@gmail.com);
  - b) as per Provincial Ministerial Orders, keeping a list of all users or participants in your program for tracking purposes including their first and last names, telephone numbers and where possible email addresses. This list must be provided to the SCHFIAS upon request and it will be provided to Island Health should a COVID-19 outbreak happen at a SCHFIAS facility;
  - c) ensuring all equipment used is sanitized in a proper manner as detailed in your safety plan. Equipment includes: tables, chairs, knobs, door handles, taps or any other fixture or piece of equipment that might be touched and retouch by any participant;
  - d) ensuring separate entry and exit points are designated and adhered to by those participating in your program;
  - e) ensuring social distances of 6 feet is maintained at all times by participants and instructors along with mask protection.

## Assessing the Risk:

The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread if you touch a contaminated surface then touch your face.

The risk of person-to-person transmission increases the closer you come to other people and the more time you spend with them.

The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.

## Minimizing Risk:

WorkSafeBC has responded to the importance of keeping workers safe during the pandemic. SCHFIAS recognizes the importance of WorkSafeBC and its safety protocols. As such, WorkSafeBC resources and guidelines have been considered while developing this plan. SCHFIAS wants to reduce the risks of COVID-19 to renters, their program participants, workers and the volunteers that staff their facilities. To do so, the following procedures and policies must be followed:

1. **Strict Illness Policy** - renters must put in place policies to ensure all program participants follow self-screening prior to entering any SCHFIAS building. Patrons are expected to screen themselves for flu-like symptoms prior to entering the facility. Renters are also asked to provide a device that records the temperature of each participant prior to entering the building.

Anyone who shows an elevated temperature or any of the following symptoms are prohibited from entering the building:

- has a fever, sore throat, cough, difficulty breathing or are sneezing;
- has been directed by Public Health to self-isolate;
- has travelled outside of Canada in the last 14 days;
- is suffering from any other symptoms such as flu-like symptoms including diarrhea.

**If you answer YES to any of the above, STAY HOME!**

If a renter or program participant becomes ill while attending the facility, they are to be removed from the building and your program host is to be immediately contacted. The program host is to inform the rental coordinator of a possible infection. This action will allow the renter and SCHFIAS to take the following measures:

- conduct a thorough cleaning and disinfecting of the space and equipment;
- ensure no one enters the space until cleaning has been completed; and
- if a patron tests positive for COVID-19, Island Health will be immediately contacted.

**2. Proper Hygiene** - hand washing has been identified as one of the most effective methods of reducing the spread of COVID-19. All renters and program participants are required to increase hand washing while using the facility. Proper hand washing procedures are to thoroughly wash hands with warm soapy water for 20 seconds or more:

- Upon arrival and before departure from the facility;
- Before and after eating and drinking;
- After using the washroom;
- Before and after the use of equipment;
- After sneezing or coughing; and
- Whenever your hands are visibly dirty.

It is expected that coughing and sneezing that is unrelated to illness may occur. Instructors and participants are expected to use good hygiene and protocol when this occurs. Cough or sneeze into your elbow. Dispose of any tissue used in the garbage, then immediately wash your hands with soap and water.

**3. Physical Distancing Controls** - is the most fundamental health measure in decreasing the transmission of COVID-19. The essential implementation of this health measure is to provide at least two metres (6 feet) of space between people wherever possible.

- Renters will be required to set up a flow within the space that minimizes the need for contact or shared space; and
- If possible renters will provide enter and exit points for their program participants.

**4. Outbreak/Case Reported** - should a case or outbreak of COVID-19 be suspected or occur, Island Health will be informed and participant information shared. Early detection of influenza-like-illness symptoms will facilitate the immediate implementation of effective control measures to limit the size and length of an outbreak.