



VOLLEYBALLBC

**HJSC COMMUNICABLE DISEASE PLAN
UPDATED JANUARY 5, 2022**

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1.0 Overview

Purpose of this plan

This document provides HJSC staff and facility patrons with important information required to help prevent communicable disease. Our organization will work to achieve a workplace that follows ongoing measures identified by applicable governmental bodies and public health authorities to reduce the risk of communicable disease and additional measures for when there's an elevated risk of communicable disease.

Public Health Directives

The Provincial Health Officer (PHO) is the senior public health official for B.C. and is responsible for monitoring the health of the population across the province, providing independent advice to the ministers and public officials on public health issues.

The responsibilities of the PHO are outlined in the *Public Health Act* and include the following:

- provide independent advice to the ministers and public officials on public health issues;
- monitor the health of the population of B.C. and advise on public health issues and on the need for legislation, policies and practices;
- recommend actions to improve the health and wellness of the population of BC;
- deliver reports that are in the public interest on the health of the population and on government's progress in achieving population health targets;
- establish standards of practice for and conduct performance reviews of Medical Health Officers; and
- work with the BC Centre for Disease Control and Prevention and BC's Medical Health Officers across the province to fulfill their legislated mandates on disease control and health protection.

The HJSC is committed to implement or maintain additional measures at times when the risk of communicable disease in their region or workplace is elevated, as advised and directed by public health. Public Health's specific guidance for a particular communicable disease will be followed where their information differs from this document.

WorkSafeBC Directives

(Workers Compensation Act/OHS Regulation Requirements)

WorkSafeBC is a provincial agency dedicated to promoting safe and healthy workplaces across BC. They partner with workers and employers to prevent work-related injury, disease, and disability. Their services include education, prevention, compensation and support for injured workers, and no-fault insurance to protect employers and workers.

WorkSafeBC helps businesses meet their obligations under the *Workers Compensation Act* and the Occupational Health and Safety Regulation. All employers in British Columbia have an obligation under the *Act* to ensure the health and safety of workers and other parties at their workplace.

The HJSC Facility Manager, working along with the Volleyball BC health and safety committee representatives, will continue to address concerns related to HJSC employee safety and limiting any potential exposures in the HJSC and VBC workplace. Open communication is key to finding out about specific tasks that concern workers as well as gaining input on appropriate control measures to keep workers safe. For more information about how to report any Health and Safety issues see the *Volleyball BC Health and Safety Policy*.

Monitoring Communicable Disease Information and Alerts

To ensure that HJSC continues to provide a healthy and safe workplace, the following measures will be followed on an ongoing basis. In addition, Volleyball BC continues to stay updated on guidelines and information provided from WorkSafe BC, the BC Centre for Disease Control, the Government of British Columbia, and the Government of Canada.

Volleyball BC will regularly monitor and review communicable disease-related information issued by public health, including orders, guidance, notices and recommendations issued by a medical health officer or the provincial health officer:

- The Manager, Member Relations and HR, will be responsible for monitoring and reviewing all communicable disease-related information or alerts issued by public health or Worksafe BC.
- The CEO will be responsible for monitoring and sharing any guidance issued by viaSport BC or the Sport Ministry regarding communicable diseases and sport.
- The Facility Manager will be responsible for adapting the HJSC Communicable Disease Plan and all protocols within this document in light of information received.
- The Facility Manager and other VBC Managers will be responsible for communicating and sharing all Communicable Disease Plans and procedures to their staff.

Recognize Hazards/Assess Risks - Hierarchical Approach

The HJSC is a unique facility and Volleyball BC/ the HJSC Operators will continue to regularly assess all the hazards related to its operations, taking appropriate steps to eliminate or control the associated risk.

With various user groups visiting the HJSC each day, the facility and its operators understand the risks associated with the increased volume of customers, their interaction with other user groups & VBC staff, and the physical environment itself (surfaces, doors, equipment etc.).

The HJSC will continue to implement a hierarchical approach to effectively mitigating risk to exposure and will only implement a less effective safeguard when more effective solutions are impracticable.

Implemented in order of their effectiveness, examples of this approach include:

Elimination or substitution

- example – provide only required items on courts – benches only, no score tables, folding chairs, ref stands unless needed.

Engineering controls

- example - continued use of entry/ exit areas, divided by barriers, to help separate user groups and make the best use of the space available.

Administrative controls

- example - enhanced cleaning procedures and checklists, modification of staff shifts to provide additional cleaning at the end of each shift.

Personal protective equipment (PPE)-

- example - continued use of signage to encourage masks wearing and enhanced personal safety measures.

2.0 Staff and Participants - Stay Home When Sick

The HJSC will continue to promote and educate both staff and patrons that, if sick, they must stay home.

- <http://www.bccdc.ca/health-professionals/clinical-resources/communicable-disease-control-manual>
- <https://www.healthlinkbc.ca/services-and-resources/healthlinkbc-files/category/disease-prevention>

The HJSC recognizes the reduction of spread of communicable diseases is to keep sick people away from those who are not sick.

HJSC employees who have symptoms upon arrival to work or become ill during their shift should promptly separate themselves from other workers, inform their supervisors of the situation and go home. For more details for employees, see Volleyball BC's *Communicable Disease Plan*.

Facility patrons will be directed to separate and leave the premises in a similar way. Through signage and continued communication and education (including VBC registration and HJSC rental contracts), patrons will be reminded that should they experience any symptoms, they should not enter the facility or, upon arrival at the HJSC, that they should promptly separate themselves from other user groups and immediately leave the facility.

Annual review of the VBC sick leave policies and practices will be performed by the Manager, Member Relations and HR on an annual basis (before flu season) and/or any time there is an elevated risk of a communicable disease as advised by public health.

- For the flu, advise all employees/ patrons to stay home if they are sick until at least 24 hours after their fever is gone without the use of fever-reducing medicines, or after symptoms have improved.

3.0 HJSC Hygiene/ Cleaning

Staff/ Patron personal hygiene/ cleaning

Depending on the communicable disease, it's possible for people to become infected if they touch contaminated surfaces and then touch their nose, mouth, or eyes. The most reliable way to prevent infection from surfaces is to encourage washing of hands. Washing hands often and practicing good hand hygiene will reduce the chances of getting or spreading germs. Washing hands with soap and hot water for at least 20 seconds is most effective. The HJSC will continue to promote the proper and timely

washing of hands to all facility users and staff through signage and educational information.

Given the layout of the facility, the HJSC will continue to provide a hand sanitization station (Purell sanitizer dispenser or alternate) at the entry of the building and encourage all staff and participants to sanitize when entering.

Other things to be promoted through education and signage:

- Cover your mouth and nose with a disposable tissue or the crease of your elbow when you sneeze or cough instead of your hands.
- Do not share food, drinks, utensils, etc.
- Avoid unnecessary contact
- Wearing a mask if determined by public health requirements

Facility and Equipment Hygiene

Cleaning and disinfecting surfaces can also reduce the risk of infection.

The HJSC will continue to follow the standard practices and appropriate regulations specific to sports facilities for minimum standards for cleaning and disinfection.

Clean vs Disinfect

Cleaning with products containing soap or detergent reduces germs on surfaces by removing contaminants and decreases risk of infection from surfaces. Based on the PHO direction, when confirmed or suspected communicable disease cases are low, most cleaning activities will be performed once daily as that level of cleaning activity has been demonstrated to sufficiently remove germs that may be on surfaces and help maintain a healthy facility.

High contact touch points (court benches, sinks, toilets, water fountain) will also be disinfected which kills any remaining germs on surfaces and further reduces any risk of spreading infection.

If the HJSC becomes aware that a sick person has visited the facility within the last 24 hours, staff will be directed to complete a more thorough clean and disinfect of the space.

Determining What Needs to Be Cleaned

The HJSC will continue to review and monitor the types of surface within the facility and the frequency of which the public interacts with them.

Cleaning priority is directed towards high-touch surfaces (see list below) but the HJSC in general will continue to be cleaned as required.

Resources and Equipment Required

The HJSC will continue to use 1:16 diluted Lysol for cleaning and disinfection purposes. General cleaning may also use existing cleaning products (primarily Green Works by Clorox)

Increased cleaning of High-Touch Surfaces

During periods of elevated risk for communicable disease and as directed by the PHO, high traffic/ high contact touch points may have cleaning increased to twice daily, based on traffic through the facility.

Areas considered high traffic/ touch points include:

Bathroom items – sinks, toilets, stall locks/ touch points, soap/ paper towel dispensers.

Facility Shared Touchpoints - Revolving door push bars, airlock control buttons, light switches and mixer/music controls, alarms for back office and airlock, office counters and door handles, vending machine buttons, POS machine buttons, railings to bleacher seating, the bleacher seats themselves.

Court items - Padding around nets/ net tensioning system, benches

Shared Equipment: Any shared computers, photocopier, kitchen area and appliances, water fountain and the office water cooler

Protecting Facility Attendants (Cleaning Staff)

- The HJSC will ensure facility staff/ cleaning staff are trained on proper use of cleaning (and disinfecting, if applicable) products.
- Opportunity will be provided for staff to read the instructions on the product label, product information or Safety Data Sheet to determine what safety precautions are necessary while using the product. This could include PPE (such as gloves, glasses, or goggles), additional ventilation, first aid procedures, or other precautions.
- Staff will be directed to wash their hands with soap and water for 20 seconds after cleaning. They will also be reminded to wash their hands immediately after removing gloves.
 - If hands are visibly dirty, always wash hands with soap and water.
 - If soap and water are not available and hands are not visibly dirty, use an alcohol-based hand sanitizer that contains at least 60% alcohol, and wash with soap and water as soon as you can.
- Special considerations will be made for people with asthma. Some cleaning and disinfection products can trigger asthma.

The following personal protective equipment is available and provided based on the following situations:

- Gloves and masks for employees who are in direct contact with an ill person or a contaminated object or environment. Hands must be washed before putting on gloves and immediately after removing gloves. While wearing gloves, employees must refrain from touching their face. Gloves should be frequently removed and immediately disposed of to limit contact transfer. All staff in direct contact with an ill person should wear a mask.
- Gloves must be safely removed by adhering to the [WorkSafe BC Glove Removal Procedure](#).
- Heavy-duty gloves and masks will be provided to cleaning staff.
- During periods of heightened risk for COVID-19, masks should be worn by employees in line with public health guidance and while they are interacting with the public indoors.
- Employees are welcome to wear a mask at any time during work hours should they choose to do so.
- HJSC and VBC will monitor all PHO guidelines and may mandate that masks be worn by employees during times of elevated risk.
- A supply of disposable masks and gloves will be kept available in the VBC offices for staff to use as needed.

Disinfect Safely When Needed

If it is determined that regular disinfection is needed:

- If the disinfectant product label does not specify that it can be used for both cleaning and disinfection, staff must first clean visibly dirty surfaces with soap or detergent before disinfection.
- The HJSC will use a disinfectant product that is effective against communicable disease in the community.
- Staff are instructed to always follow the directions on the label to ensure safe and effective use of the product. The label will include safety information and application instructions. Along with proper use, the HJSC will safely store and keep disinfectants out of the reach of children. Many products recommend keeping the surface wet with a disinfectant for a certain period (see “contact time” on the product label).
 - Check the product label to see what PPE (such as gloves, glasses, or goggles) is required based on potential hazards.
 - Ensure adequate ventilation (for example, open windows).
 - Use only the amount recommended on the label.
 - If diluting with water is indicated for use, use water at room temperature (unless stated otherwise on the label).
 - Label diluted cleaning or disinfectant solutions.
 - Store and use chemicals out of the reach of children and pets.
 - Do not mix products or chemicals.
 - Do not eat, drink, breathe, or inject cleaning and disinfection products into your body or apply directly to your skin. They can cause serious harm.
 - Do not wipe or bathe people or pets with any surface cleaning and disinfection products.

Appendix A

Areas that require enhanced cleaning during periods of elevated risk

The following areas will require enhanced cleaning as they have been identified as high contact locations:

- Push bars on revolving door
- Push buttons on airlock controls (inside and outside)
- Railings in stairwells
- Vending machine buttons (**vending machine will remain off for the time being**)
- Office door handles
- POS/Square systems
- HJSC Staff computer and soundboard area
- Water Cooler
- Bathroom sink taps

Cleaning procedures

HJSC Facility staff will be trained by the HJSC Facility Manager for proper cleaning procedures. HJSC staff will be equipped with gloves and an N95 mask to complete cleaning procedures.

Cleaning procedures will include:

- Bathrooms:
 - Sinks, faucets, and counters - 2 times daily
 - Soap, paper towel, and toilet paper dispensers – 2 times daily
 - Stall dividers, locks, and other touchpoints – 2 times daily
 - Toilets and Urinals – 2 times daily
- Facility Common Areas:
 - Revolving door push bars – 2 times daily
 - Airlock control buttons – 2 times daily
 - Office counter – 2 times daily
 - Office door handles – 2 times daily
- Courts
 - Padding around nets – Nightly
 - Benches – Nightly
 - Court surface (with machine scrubber) – Nightly

A thorough clean will be completed at the end of each night at approximately 10:00pm after all participants have left.