



## **City of Delta's**

# *Reopening Plan for City Hall and Parks, Recreation and Culture Facilities*

Part of Delta's COVID-19 Response

May 2020 Version 1.0

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## Message from Mayor George V. Harvie on behalf of Delta Council

The City of Delta's Reopening Plan for City Hall and Parks, Recreation and Culture Facilities provides a clear strategy to safely allow the community to access the many great recreation facilities and amenities in Delta. I acknowledge that this is a staged approach and full reopening of facilities and the resumption of programs and services will take time. Our top priority as we reopen Delta's facilities is the safety of the public and staff. To ensure we achieve this priority, it is imperative that everyone using our facilities and outdoor equipment such as playgrounds follow the guidelines and signage in place so they can stay open.



As we embark on our Reopening Plan for City Hall and Parks, Recreation and Culture Facilities, we all need to continue to follow the advice of the Provincial Health Officer and adhere to the five key principles set out in this plan to minimize the risk for COVID-19 transmission. City of Delta staff are ready to support the safe use of Delta facilities and amenities through key physical modifications and effective environmental hygiene. Everyone using our facilities must practice safe social interactions, follow good personal hygiene, and stay home when sick. If everyone works together, we will limit the spread of COVID-19 and continue with our plan to open more public amenities.

My thanks and appreciation goes out to all those who have made sacrifices and had the patience necessary to get us to where we are today. We are able to pursue this reopening plan because of the people in this great community and our collective willingness to put each other and the community first. We must continue this attitude of selflessness and keep working together as we slowly and cautiously reopen. If we continue to think of each other as we go about our lives, I am confident that we will keep our community safe and return to more and more of our normal activities soon.

We will get through this together.

Handwritten signature of George V. Harvie

George V. Harvie, Mayor

## Message from Sean McGill, City Manager

I am proud of the efforts staff have put into the Reopening Plan for City Hall and Parks, Recreation and Culture facilities. This plan will help provide for the safety of the public and staff as we gradually welcome the community back into our facilities. I am also excited at the prospect of previously laid off staff returning to work. Reuniting our City of Delta family means so much to me and I am sure that each member of our family is looking forward to providing our usual outstanding service to Delta residents.



I want to assure the community and staff that we are taking all appropriate safety precautions as we reopen. We are continuing to follow the advice of the Provincial Health Officer and WorkSafe BC and we are working with our internal Occupational Health and Safety committees to reopen safely. Safety starts with individuals and we have seen throughout the province and certainly in Delta that the vast majority of people understand the importance of personal hygiene and safe physical distancing to limit the spread of COVID-19. Our plan supports the public's personal safety efforts by providing clear signage in our facilities, instituting enhanced environmental hygiene practices like more frequent cleaning and sanitation, and supporting the training of staff to deal with ongoing challenges.

As we plan for a new phase of activity and connections, we are maintaining the safety of the public and staff as our top priority. To provide this, we need to operate our facilities differently than we have in the past. We know this will create challenges for staff and the public, but we are confident that patience and understanding will prevail. As Mayor Harvie has consistently said – we will get through this together.

I would like to thank Mayor and Council for their support during this extremely difficult time, as their top priority has always been the safety and wellbeing of residents and staff.

A handwritten signature in black ink, appearing to read 'S. McGill', written in a cursive style.

Sean McGill, City Manager

## 1.0 Introduction

The COVID-19 pandemic has caused unprecedented health, social and economic impacts around the world. In Canada, the federal and provincial governments have been working to slow the spread of the virus and mitigate its impacts on Canadians and the economy. At the local level, municipalities have a critical role to play in maintaining essential services, communicating information in a timely and effective manner, ensuring health directives are followed, and addressing needs within the local community as they arise.

In March and April, directives from the federal and provincial governments, along with the regional health authority, resulted in a number of non-essential services traditionally offered by the City of Delta to be put on hiatus in an effort to reduce the transmission of COVID-19 and protect the community. This included the cancellation of most recreational programs, the closure of indoor recreation facilities and some outdoor park amenities, and the closure of City Hall along with other civic buildings to the public.

The concerted efforts by all levels of government and the response from the public has had an effect in reducing the spread of COVID-19 in Canada and the number of cases is being effectively managed by the health care system. Given the current status of COVID-19 in British Columbia, the provincial government recently released BC's Restart Plan, a four-phased plan to resume activities and businesses that were previously restricted by the orders and guidance issued by the Provincial Health Officer.

Delta's Reopening Plan for City Hall and Parks, Recreation and Culture Facilities ("Facility Reopening Plan") is a coordinated strategy to reopen facilities impacted by the response to the COVID-19 pandemic following a precautionary approach to ensure the safety of the public and staff. The reopening of facilities will be a gradual process along a range of five incremental stages from lower risk and less complex services and facilities to higher risk and more complex services and facilities with respect to measures required to comply with guidelines, staffing and resource requirements and public demand.

Decisions to reopen facilities will be made by Mayor and Council with recommendations from Delta's Parks, Recreation and Culture Commission, based on advice from Delta staff through Delta's COVID-19 Response Team. Decisions will be guided by directives of the Provincial Health Officer, Fraser Health Authority, WorkSafe BC, and stakeholder groups including the BC Recreation and Parks Association, the Lifesaving Society BC and Yukon Branch, and provincial and national sport governing bodies. Appendix A includes links to these guidelines and directives.

This document does not include the Fraser Valley Library branches or Delta Police facilities, which are undertaking their own reopening strategies and which are subject to separate governing boards.

## 2.0 BC's Restart Plan

BC's Restart Plan has four Phases. Phase 1 occurred during the initial response to the COVID-19 pandemic and the Province is currently in Phase 2. Delta's Facility Reopening Plan is designed to align with Phases 2 to 4 of BC's Restart Plan. BC's Restart Plan is outlined below.

### Phase 2 - Mid-May Onwards

Under enhanced protocols:

- Restoration of health services
  - Re-scheduling elective surgery
- Medically related services:
  - Dentistry, physiotherapy, registered massage therapy, and chiropractors
  - Physical therapy, speech therapy, and similar services
- Retail sector
- Hair salons, barbers, and other personal service establishments
- In-person counselling
- Restaurants, cafes, and pubs (with sufficient distancing measures)
- Museums, art galleries, and libraries
- Office-based worksites
- Recreation and sports
- Parks, beaches, and outdoor spaces
- Child care

### Phase 3 - June to September (subject to transmission rates remaining low)

If transmission rates remain low or in decline, people can begin travelling throughout BC.

Under enhanced protocols:

- Hotels and Resorts (June 2020)
- Parks – broader reopening, including some overnight camping (June 2020)
- Film industry – beginning with domestic productions (June/July 2020)
- Select entertainment – movies and symphony, but not large concerts (July 2020)
- Post-secondary education – with mix of online and in-class (September 2020)
- K-12 education – with only a partial return this school year (September 2020)

Note: Phase 3 adds to Phase 2 which will be implemented over many months.

### Phase 4 - To be determined

Conditional on at least one of the following: wide vaccination, “community” immunity, broad successful treatments:

- Activities requiring large gatherings, such as:
  - Conventions
  - Live audience professional sports

- Concerts
- International tourism

For the different organizational sectors to move forward, they have been asked to develop enhanced protocols. A cross-ministry committee of deputy ministers will monitor the process and ensure overall alignment of sector specific strategies with Public Health and Safety Guidelines and WorkSafe BC. The Provincial Health Officer (PHO) will continue to provide input and advice, as needed, throughout the review process. In some instances, this will require consideration by the PHO of lifting or modifying existing orders before certain businesses reopen. Businesses and organizations that are not covered by a PHO order may reopen or continue to operate, but they will be expected to adopt and implement sector safety plans as they are finalized.

There are five key principles that apply for every situation with respect to minimizing the risk of transmission of COVID-19 and these are also the basis of the enhanced guidelines and measures included in Delta’s Facilities Reopening Plan. These five principles are shown below:

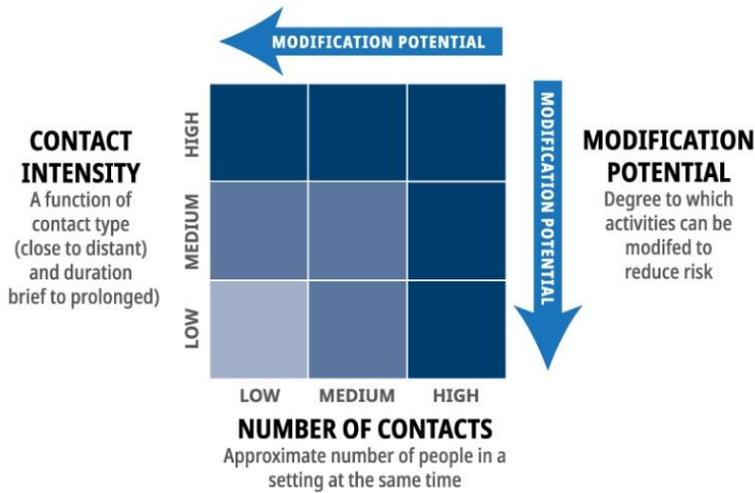
<b>Personal Hygiene</b>	<b>Stay Home if You Are Sick</b>	<b>Environmental Hygiene</b>	<b>Safe Social Interactions</b>	<b>Physical Modifications</b>
<ul style="list-style-type: none"> <li>- Frequent handwashing</li> <li>- Cough into your sleeve</li> <li>- Wear non-medical mask if desired</li> <li>- No handshaking</li> </ul>	<ul style="list-style-type: none"> <li>- Routine daily screening</li> <li>- Anyone with any symptoms must stay away from others</li> <li>- Returning travelers must self-isolate</li> </ul>	<ul style="list-style-type: none"> <li>- More frequent cleaning</li> <li>- Enhance surface sanitation in high touch areas</li> <li>- Touch-less technology</li> </ul>	<ul style="list-style-type: none"> <li>- Meet with small numbers of people</li> <li>- Maintain distance between you and people</li> <li>- Size of room: the bigger the better</li> <li>- Outdoor over indoor</li> </ul>	<ul style="list-style-type: none"> <li>- Spacing within rooms or in transit</li> <li>- Room design</li> <li>- Plexiglass barriers</li> <li>- Movement of people within spaces</li> </ul>

Source: BC’s Restart Plan PowerPoint Presentation May 6, 2020

### 3.0 Core Guidelines for Organizations and Public Institutions

The risk of transmission for COVID-19 at workplaces and other institutions is a direct function of two variables: the number of contacts (the number of people present at the same time); and the contact intensity (the type of contact i.e. close or distant, and the length of contact i.e. brief or prolonged).

Based on these factors, steps can be taken to reduce the risk of transmission, including:



- Physical distancing measures – measures to reduce the density of people
- Engineering controls – physical barriers (like plexiglass at points of interaction) or increased ventilation
- Administrative controls – clear rules and guidelines
- Personal protective equipment (PPE) – like the use of non-medical masks



**STOP**

**DO NOT ENTER IF YOU ARE SICK**

Please do not enter if you have ANY flu or cold-like symptoms.



**CLEAN YOUR HANDS**

Please sanitize your hands prior to entering the building.



**2 METRES**

**PHYSICAL DISTANCING**

Maintain 2 metres between you and others; if conditions exist that this is not possible contact your supervisor/manager.



## 4.0 Criteria to Reopen Delta's Facilities

The development of this Plan and the criteria to reopen Delta's City Hall and Parks, Recreation and Culture Facilities continues to be informed by the numerous guidelines noted in the previous sections and most importantly, by WorkSafe BC given the safety of staff and the public is critical. Ongoing consultation with Delta's Occupational Health and Safety (OH&S) Committees is critical. The advice from the Provincial Health Officer, Dr. Bonnie Henry, has also encouraged all organizations and business to take a measured approach to resuming operations to ensure that it is done correctly and does not result in negative consequences. If new advice or guidance are provided, this Plan would be revisited and revised accordingly to be in compliance.

### 4.1 Decision Making Criteria for Reopening

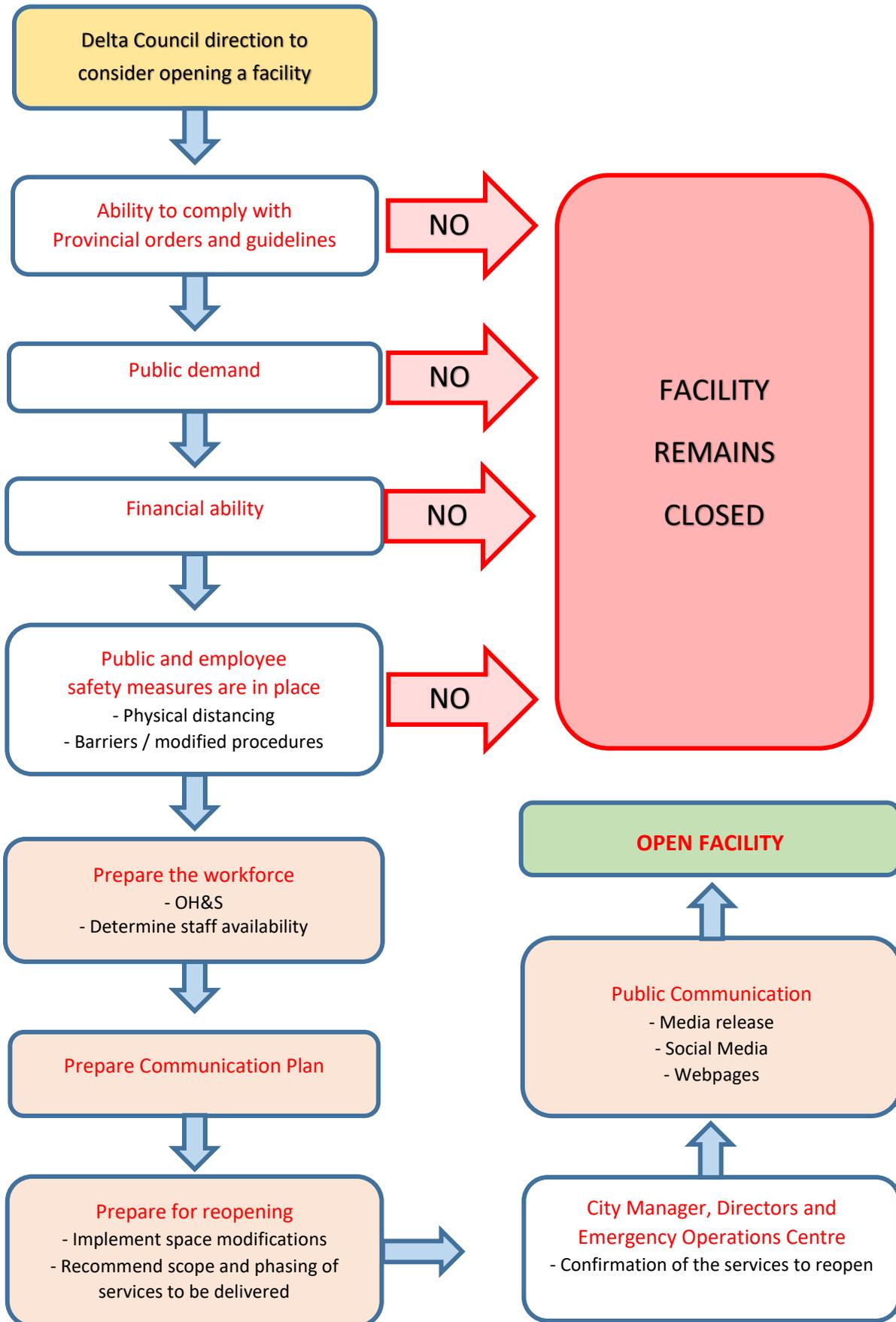
The following criteria must be considered in the decisions to reopen facilities or resume services:

1. Ability to comply with Provincial Health Orders, WorkSafe BC guidelines and sector specific enhanced protocols
2. Measures to ensure the safety of the public and staff are in place
3. Reasonable demand for the facility, service or program
4. Appropriate staff resources are available with required training
5. Risks can be adequately managed
6. Timeline to implement safety measures, training and modifications required for reopening
7. Financial implications in the context of approved budgets and Council direction

The following page includes a flow chart showing the decision making criteria.



## 4.2 Decision Making Framework



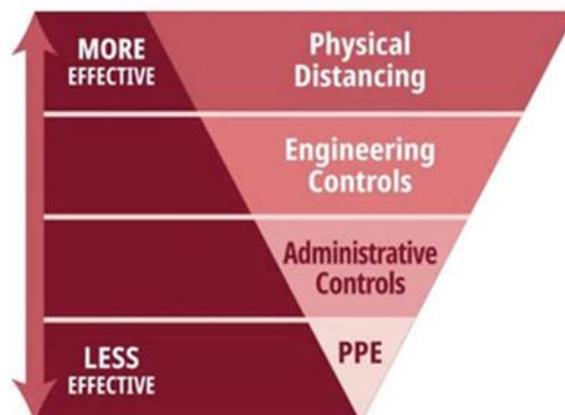
### 4.3 Health and Safety Measures

The reopening of the City’s facilities and resumption of programs and services will require changes in the way these services are conducted. Health and safety measures will be put in place across all facilities to ensure the safety of staff and the public in accordance with WorkSafe BC’s framework for COVID-19 safety plans. The City of Delta has a comprehensive COVID-19 Safety Plan that applies to all worksites and is included with this document for reference. The City will provide the opportunity for the public to safely participate in program and services; however, it is the responsibility of the public to follow the established guidelines which will be clearly communicated to all patrons.

The additional measures to provide safe experiences for the public include:

- Communicating expectations of staff and participants regarding hand hygiene, following physical distancing protocols and staying home if they are sick.
- Enhanced cleaning and disinfecting high touch surfaces at all indoor facilities.
- Installing protective plexiglass barriers for front counters and other locations, where appropriate.
- Ensuring physical distancing is maintained through program modification and queuing strategies with appropriate signage.
- Implementing protective measures for vulnerable populations. This may include phasing in senior-specific programs to a later stage of reopening.
- Promoting high levels of handwashing and personal hygiene as a key preventative measure. This includes providing access to washroom facilities and hand sanitizing stations.
- Permitting staff and participants to wear face masks if desired.
- Providing public education on maintaining physical distance in park and open spaces through signage and education.
- Ensuring user groups follow facility guidelines and governing body guidelines.
- Reduction of number of participants to allow for physical distancing.
- Modification of practices by participants (i.e. changing at home).

#### Hierarchy of Controls



## 5.0 Staged Approach to Reopening Facilities

The City's Facility Reopening Plan consists of five stages that incrementally results in the reopening of facilities and resumption of recreation programs and services. The timing and order of implementation of actions within each stage is subject to change as the COVID-19 pandemic evolves. The COVID-19 pandemic along with the guidance and directives provided by the Province is rapidly changing so it is expected that this Plan will also evolve over time in response to these changes. Details on the later stages will be released in subsequent updates to this document, as additional information from the Province and sectors becomes available and following additional analysis of the criteria identified in Section 4, in relation to higher-risk activities. This will occur in consultation with appropriate stakeholders including the Parks, Recreation and Culture Commission and Delta's OH&S Committees and with direction from Mayor and Council.

**Stage 1:** Operations under Phase 1 of BC's Restart Plan and Provincial Health Orders during that time and prior to May 19.

**Stage 2:** After May 19 and the initiation of Phase 2 of BC's Restart Plan. Low risk activities and programs with physical distancing, enhanced cleaning protocols etc. Primarily outdoor facilities with exception of City Hall.

**Stage 3:** Also, within Phase 2 of BC's Restart Plan and includes modified reopening of indoor recreation facilities and the expansion of programs and services identified in Stage 2 of Delta's Plan. This Stage is subject to there being no resurgence of COVID-19 cases and transmission remains low.

**Stage 4:** Further incremental reopening of facilities and resumption of programs and services based on learnings in Stage 3 and further adaptation and response to relevant orders and guidelines.

**Stage 5:** Return to "normal" operations once there is an effective treatment/vaccine available (timeline uncertain). Coincides with Phase 4 of BC's Restart Plan.

Note: Stages 2-4 of Delta's Plan are all within Phase 2 of BC's Restart Plan and would be implemented over many months up until such time as there is a vaccine or effective treatment. Sectors identified to restart within Phase 3 of BC's Restart Plan are not within the City's purview.

The decision-making framework in section 4.2 will be used in the process to assess whether or not to reopen a facility in the context of the criteria outlined in this Plan. The potential for reverting to earlier stages and closing facilities if there is a resurgence in the levels of COVID-19 that warrants these actions will also be considered.

## 6.0 Financial Impact

The reopening of facilities and the resumption of programs and services will have financial implications. Even under normal operations, many of the programs and services offered at City facilities are a net operating expense to the City with a portion of costs recovered through fees and charges. The closure of facilities and disruption of many programs and services resulted in a considerable reduction in revenues. Many staff associated with the direct delivery of these services have been laid off in conjunction with the closing of facilities and programs allowing for some cost savings.

The following financial factors must be considered in reopening facilities and services:

- The reopening of facilities and resumption of services will require recalling staff and incurring the cost of doing so.
- Revenues are expected to be below normal levels due to factors such as facility capacity limits for physical distancing, reduced hours or service levels, and potentially lower demand.
- There will also be extraordinary costs (both one-time and ongoing) of offering services in a modified manner in order to continue to ensure the safety of the community and staff. This includes, for example, the costs of increased cleaning, installing barriers and the purchase of additional personal protective equipment. These costs can be significant given the level of effort of cleaning required.

As facilities are reopened, there will be additional operating expenses primarily related to staffing. These additional costs become more significant at Stages 3 and 4. The incremental costs related to specific Stage 2 and Stage 3 actions identified in this Plan are noted in the following section. As further details on Stage 4 reopenings are determined, consideration will be given to the incremental costs in the context of the City's approved budget.

The financial implications must also be considered in the context of the public health benefits of providing community recreation services and the broader mandate to provide these services to the public.

BC Phase 1
BC Phase 2
BC Phase 3
BC Phase 4

## 7.0 Reopening Plan Overview

Each stage is subject to compliance with the decision making matrix and subject to change as new information becomes available and the current level of COVID-19.

		Staff and Resources
<b>Stage 1</b>	<b>Critical Business Functions</b> (during initial response to Pandemic March-May 2020) <ul style="list-style-type: none"> <li>Implementation of Pandemic Response and Business Continuity Plan</li> <li>Essential services unaffected</li> <li>Virtual City Hall (majority of Regular staff working from home)</li> <li>Virtual fitness programs</li> <li>Parks and grass playing fields remain open</li> </ul>	Layoffs of auxiliary and temporary staff
<b>Stage 2</b>	<b>Initial Reopenings</b> (mid-May to mid-June) <ul style="list-style-type: none"> <li>Outdoor recreation facilities <ul style="list-style-type: none"> <li>Tennis and pickleball</li> <li>Lawn bowling</li> <li>Disc golf</li> <li>Artificial turf fields</li> <li>Skate and bike parks</li> <li>Sport courts and lacrosse boxes</li> <li>Picnic tables and park furniture</li> <li>Playgrounds</li> </ul> </li> </ul>	Current Regular staff complement
<b>Stage 3</b>	<b>Partial Facility Reopening</b> (starting mid-June - September) <ul style="list-style-type: none"> <li>City Hall for tax payments and limited public access Council meetings or by appointment services (Continue to promote virtual service delivery model)</li> <li>North Delta and Ladner Outdoor Pools with limits on participants</li> <li>Outdoor fitness and summer camps</li> <li>Sports skills development <ul style="list-style-type: none"> <li>Sports fields for organized non-contact play/practice (in accordance with sport association guidelines)</li> <li>Tilbury Ice for skating and hockey skills (rentals in accordance with sport association guidelines)</li> </ul> </li> </ul>	Recall of up to 27 staff for outdoor pools, up to 25 fitness instructors and up to 36 staff for the summer camps.
<b>Stage 4</b>	<b>Substantial Facility Reopening (starting September and incremental thereafter)</b> <ul style="list-style-type: none"> <li>Incremental resumption of City Hall services as more staff return to workplace</li> <li>Indoor fitness facilities and gymnasiums with restrictions</li> <li>Partial reopening of indoor pools and arenas (no contact sports and limits on participants)</li> </ul>	Further recall of laid off staff (TBD)
<b>Stage 5</b>	<b>Full Facility Reopening (End of Pandemic)</b> <ul style="list-style-type: none"> <li>Facilities open for modified use return to full capacity</li> <li>Seniors Centres and Arts Centres</li> <li>Larger scale community events and festivals</li> </ul>	Return to full staff complement

## 8.0 Stage 3 Facility Reopening Details

Reopenings are subject to change based on directives and guidance from the Provincial Health Officer and the current level of COVID-19 in BC.

### 8.1. City Hall (target date: June 15)

City Hall is proposed to open to the public on June 15, 2020 for high priority services based on safety, public and business needs and organizational capacity. The public will continue to be encouraged to use online services rather than coming to City Hall in person.



Services to be offered include in-person property tax payments and an operating protocol for line-up, building access control and occupancy limits will be implemented. Physical barriers where physical distancing cannot be achieved will be in place along with appropriate signage. General access to City Hall will be deferred to stage 4 except for scheduled appointments and meetings as required. Council meetings will continue to be primarily virtual however, allowances will be made to facilitate in-person attendance when required.

A detailed assessment of City Hall has been completed with respect to physical distancing measures required to allow for public access and the gradual return of more staff as required to support the reopenings in stage 3 and 4. Appendix B provides further details of the measures that will be implemented and examples of signage that will be used.

### 8.2 Outdoor Pools (target date: early July)

There is no evidence that COVID-19 can be transmitted through chlorinated water and the risk of transmission in outdoor environments is lower than in indoor environments. This makes Delta's outdoor pools a lower risk opportunity to reopen a recreational facility to the public with the appropriate modifications to allow for physical distancing. These modifications include limiting the number of participants through pre-registration, limiting to Delta residents only, limitations on the use of changerooms, signage encouraging physical distancing and one-way flow of patrons through the facility.



The Lifesaving Society BC and Yukon branch has released guidelines for reopening BC's pools and waterfronts. These guidelines are being used to develop the measures that will be employed at the outdoor pools to ensure the safety of staff and the public. This includes

modified procedures and required training for lifeguards. Appendix C includes further details along with facility flow diagrams.

### **8.3 Outdoor Fitness Programs** (target date: mid to late June)

The summer weather provides a great opportunity to host a number of outdoor fitness programs where there is adequate space to facilitate physical distancing of participants. The locations proposed are at the artificial turf fields at North Delta Community Park and Winskill Park and will include High Intensity Interval Training (HIIT), yoga and simply stretch classes. Participants will be required to bring their own mats and water bottles. The target date to initiate these programs is mid to late June. Appendix D includes further details.



### **8.4 Summer Camps** (target date: late June)

Day care camps are proposed for both North Delta Recreation Centre and South Delta Recreation Centre. The camps will run from June 29 to September 4. Activities will be outdoors as much as possible and groups will be limited to 6 per instructor to ensure physical distancing is maintained during activities. Each site has the capacity for 8 groups to allow for dedicated inside space when required. Camps will be for Delta residents only and registration fees will remain the same as 2019 levels. Appendix E provides further details.

### **8.3 Tilbury Ice** (target date: June 15)

Tilbury Ice is a stand-alone ice rink located at 7187 Vantage Way. Due to the type of ice rink construction, the ice cannot be removed without damaging the facility and remains in place year-round. Therefore, this facility can be reopened with minimal preparations and limited staff. The facility is typically used for rentals only with skating and hockey organizations. It is proposed that Tilbury Ice be reopened for skating and hockey skills practice (non-contact) only. The representative federal and provincial sport organizations have been developing sport specific COVID-19 safety plans that will be required to resume organized sports. This includes ensuring that the appropriate insurance provisions are in place which will be required for rental agreements between Delta and the user groups. Appendix F includes further details and a facility flow diagram. Section 9.0 provides further details on requirements for sport user groups.



## 8.4 Outdoor Fields for Sports Skills (target date: late June)

Rental opportunities are proposed to be available to Delta community user groups servicing children, youth and adults, for outdoor field sports, including ball diamonds. Effective in late June, general skill development could be conducted by community sports organizations in alignment with their COVID-19 operational plans approved by their respective governing bodies. Rental time would be made available seven days per week, although desirable times on some synthetic turf fields maybe be occupied by the Outdoor Fitness Programming schedule, if approved. The rentals will be provided at no charge to start and will be revisited as recovery progresses.

Appendix G provides further details and the following section provides further details on requirements for sport user groups.

## 9.0 Sport User Group Considerations

There is the opportunity for sport user groups to resume organized practice activities at Delta outdoor spaces and fields that have reopened. Each provincial sport organization will be developing sector specific guidelines that will be reviewed by public health officials and WorkSafe BC. Using these guidelines, each individual sport organization will then be able to prepare (or complete) their sport-specific return to sport plan. Once the plans are reviewed and approved by the respective organization's Board of Directors, each specific sport can begin to resume in a phased and safe way. As part of Delta's process to re-issue permits and rental contracts there will be a clause included that requires each sport to provide a copy and adhere to their Provincial Sport Organization COVID-19 guidelines and have the appropriate insurance in place. Further details are provided in Appendix H.



## 10.0 Stage 4 and 5 Facilities Under Consideration for Reopening

This document is considered a living document and will be updated with details of reopening the facilities below in accordance with the criteria and decision making framework set out in this Plan. Work is ongoing with regards to assessing potential facilities and services that could be included in these subsequent phases. The following chart shows facilities under consideration for reopening in stages 4 and 5 and notes the service areas for consideration at each facility. It is likely that there will be a phased opening within each facility based on the assessment of the specific service areas.

	Stage	Licensed Spaces	Aquatics	Fitness	Arenas	Community Recreation	Culture
Winskill Aquatic Centre	4						
South Delta Rec Centre	4						
North Delta Rec Centre	4						
Sungod Recreation Centre	4						
Pinewood Recreation Centre	4						
Ladner Leisure Centre	4						
Ladner Community Centre	4						
North Delta Arts Centre	5						
Tsawwassen Arts Centre	5						
McKee Seniors Centre	5						
Kennedy Seniors Centre	5						
Doug Husband Discovery Centre	5						
Harris Barn	5						



## ***Appendix A Reference Guidelines***

### **Province of BC**

[BC's Restart Plan](#)

[BC COVID-19 Go Forward Strategy](#)

### **Provincial Health Officer Orders**

[PHO Order COVID-19 Safety Plan](#)

[PHO Order Mass Gatherings](#)

### **Industry Guidelines**

[The Recreation & Parks Sector Guideline for Restarting Operations](#)

### **WorkSafe BC Guidelines**

[COVID-19 Safety Plan Template](#)

[Offices](#)

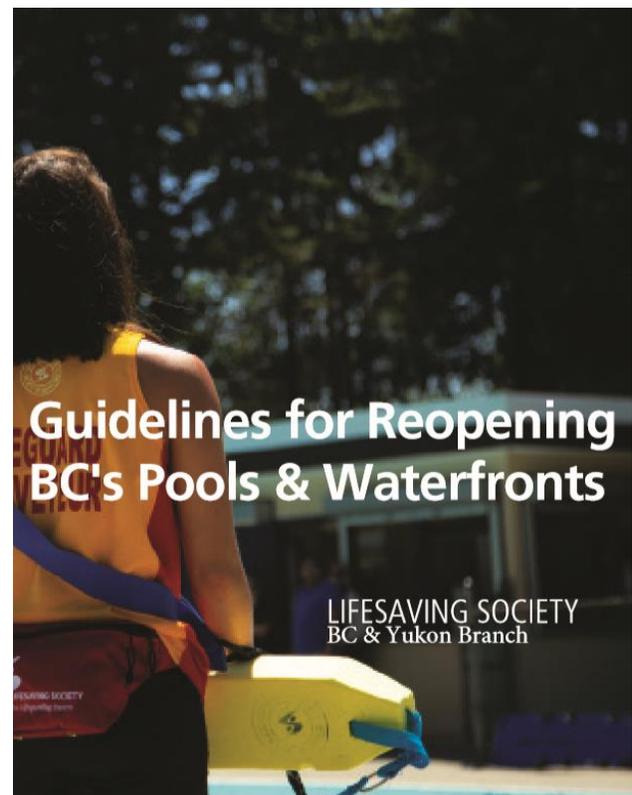
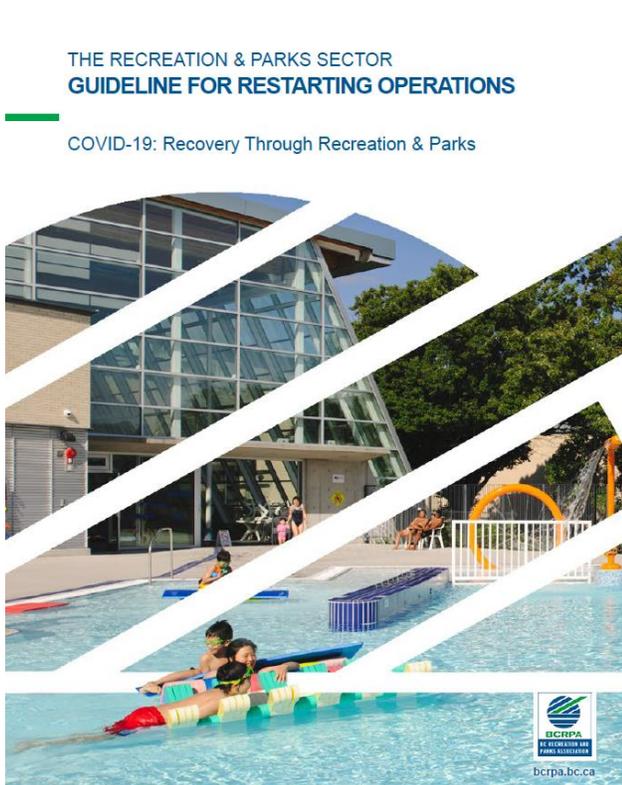
[Arts and Cultural Facilities](#)

[Parks](#)

[Gyms and Fitness Centres](#)

[Child Care](#)

[BC Lifesaving Society Reopening Pools and Waterfronts](#)



## Appendix B City Hall Physical Distancing Measures

Examples of signage:



### Physical Distancing Observations and Recommendations

The recommendations outlined in the following table represent a framework of potential adaptations to the physical working environment to support the resumption of services, and are largely based on the City Hall building example.

Delta's Occupational Health and Safety Joint Committee (OH&S) has reviewed and provided feedback on draft recommendations, which have been incorporated into the recommendations outlined in this table.

Detailed plans for each of Delta's facilities, identifying adaptations to the physical working environment tailored to the unique spatial characteristics, and functional needs of staff in support of services provided, will be developed in direct consultation with Delta's OH&S joint Committee. The detailed plans for each facility will supplement Delta's COVID-19 Safety Plan.

## PHYSICAL DISTANCING OBSERVATIONS AND RECOMMENDATIONS

<p><b>WORKSPACES:</b></p>	<p>Ensure Physical Distancing requirements are satisfied</p>	<p><b>For hard walled offices &amp; Teknion workspaces with partition wall height of 6' or greater</b></p> <ul style="list-style-type: none"> <li>• Unrestricted re-occupation of these workspaces subject to overall capacity.</li> </ul> <p><b>For Teknion workspaces with partition height below 6', which are adjacent to similarly configured Teknion partition workspace or circulation corridors or walkways</b></p> <ul style="list-style-type: none"> <li>• <i>SHORT TERM</i> <ul style="list-style-type: none"> <li>○ Re-occupation of workspaces only where physical distancing requirements can be achieved and maintained</li> <li>○ Identify minimum staffing level for resumption of Services provided</li> </ul> </li> <li>• <i>LONG TERM</i> <ul style="list-style-type: none"> <li>○ Modify individual workstations, extending height Teknion partitions to 6' height (minimum)                             <ul style="list-style-type: none"> <li>▪ preference to the use of glass panels to ensure visibility and natural lighting; and</li> <li>▪ installing sliding glass doors where practical to extend physical barriers across entrance points</li> </ul> </li> <li>○ Reconfigure Teknion workspace system in immediate area to establish physical distancing</li> </ul> </li> </ul>
<p><b>MEETING ROOMS:</b> (including Council Chambers)</p>	<p>Ensure Physical Distancing requirements are satisfied</p>	<ul style="list-style-type: none"> <li>• Adjust the maximum occupancy to comply with physical distance requirements between seated positions at meeting table. Achieved by:                             <ul style="list-style-type: none"> <li>○ Post signage at entrance door noting maximum room capacity</li> <li>○ Removing additional chairs from meeting rooms</li> <li>○ Blocking off seats or rows in Council Chambers</li> </ul> </li> <li>• Whenever possible, require that the meeting room door remain open</li> <li>• Continue virtual meetings wherever possible</li> </ul>
	<p>Measures to reduce potential transmission</p>	<ul style="list-style-type: none"> <li>• Schedule cleaning/sanitizing of room following scheduled meetings</li> </ul>
<p><b>INTERFACE AREAS:</b> (customer service counters)</p>	<p>Establish physical distance between Staff and Public</p>	<ul style="list-style-type: none"> <li>• Continue to provide and expand on virtual services wherever possible</li> <li>• Create protected service locations for customer service interaction                             <ul style="list-style-type: none"> <li>○ <i>SHORT TERM</i> <ul style="list-style-type: none"> <li>▪ Install protective screening at identified principle customer service areas only                                     <ul style="list-style-type: none"> <li>• Establish strategy/criteria for:   <ul style="list-style-type: none"> <li>○ Transfer of documents / paperwork</li> <li>○ Point of Sale systems</li> <li>○ Mechanism for communication</li> </ul> </li> </ul> </li> </ul> </li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>▪ Opening in screen</li> <li>▪ Embedded microphone/speaker</li> <li>▪ Discourage public/staff interaction at unprotected/open counter areas <ul style="list-style-type: none"> <li>• Information signage clusters</li> <li>• Tables placed in front of counters</li> </ul> </li> <li>○ <i>LONG TERM</i> <ul style="list-style-type: none"> <li>▪ Enclose entire length of customer service counters at higher volume areas (Finance, CP&amp;D)</li> </ul> </li> </ul>
	Flow of Public to and from Department counters	<ul style="list-style-type: none"> <li>• Establish <ul style="list-style-type: none"> <li>○ Customer queuing configuration/layout <ul style="list-style-type: none"> <li>▪ Information signage</li> <li>▪ Floor marking defining physical distance requirements</li> </ul> </li> <li>○ Circulation pattern for public coming to and departing from interface areas (developed in consideration with overall facility plan) <ul style="list-style-type: none"> <li>▪ Ensure that physical distance is maintained between those departing and those arriving or queuing.</li> </ul> </li> </ul> </li> </ul>

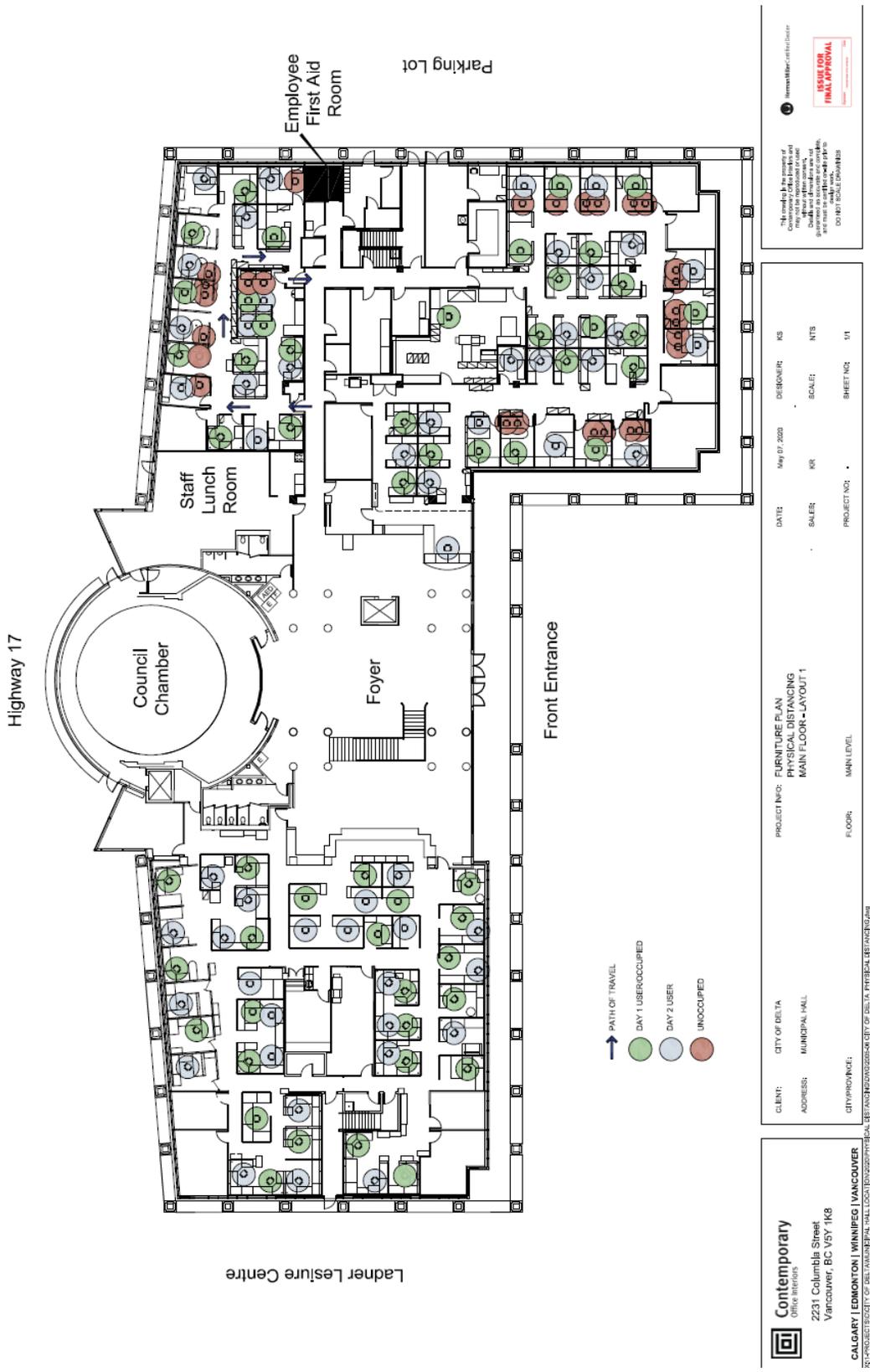
<b>COMMON STAFF AREAS:</b>		
<b>Photocopy Rooms/ Serveries</b>	Ensure Physical Distancing requirements are satisfied	<ul style="list-style-type: none"> <li>▪ Adjust the maximum occupancy to comply with physical distance requirements <ul style="list-style-type: none"> <li>○ Posting signage at entrance door noting maximum capacity</li> </ul> </li> </ul>
<b>Lunch/Break Rooms</b>	Ensure Physical Distancing requirements are satisfied	<ul style="list-style-type: none"> <li>▪ Limit the maximum occupancy to comply with physical distance requirements <ul style="list-style-type: none"> <li>○ Posting signage at entrance door noting maximum capacity</li> <li>○ Reduce total number of tables and chairs to match adjusted maximum capacity <ul style="list-style-type: none"> <li>▪ Physically mark no sitting/use areas on tables to denote seating positions at tables</li> </ul> </li> </ul> </li> </ul>
<b>Corridors/ walkways (Interdepartmental)</b>	Flow of staff around departments allows for physical distancing	<ul style="list-style-type: none"> <li>▪ Eliminate blind spots and limited visibility at corners and junction/intersection points: <ul style="list-style-type: none"> <li>○ Install ceiling mounted convex mirrors where needed</li> </ul> </li> <li>▪ Develop circulation plan for: <ul style="list-style-type: none"> <li>○ Entering and existing departments <ul style="list-style-type: none"> <li>▪ Designate entry doorway/exit doorway <ul style="list-style-type: none"> <li>• Deactivate access pass hardware on specified exit only doors</li> </ul> </li> </ul> </li> <li>○ Movement through Department</li> </ul> </li> <li>▪ Post directional / Information signage</li> </ul>

**POINTS OF ENTRY** (building perimeter):

<b>Main Entrance</b>	Provide information on Physical Distancing measure in effect	<ul style="list-style-type: none"> <li>▪ Provide Information signage on physical distancing standards and requirements in effect within the facility</li> <li>▪ Limit number of persons able to enter building at any point in time                             <ul style="list-style-type: none"> <li>○ Station person at entrance door to manage public occupancy count</li> </ul> </li> </ul>
	Flow of staff around departments allows for physical distancing	<ul style="list-style-type: none"> <li>▪ Direct circulation of people into and out of building                             <ul style="list-style-type: none"> <li>○ Require all those entering building to use common entry point (staff and Public)</li> <li>○ Designate one door for entering / one door for exiting</li> </ul> </li> </ul>
	Measures to reduce potential transmission	<ul style="list-style-type: none"> <li>▪ Provide sanitizing station                             <ul style="list-style-type: none"> <li>○ Require hand sanitation prior to entering building</li> </ul> </li> <li>▪ Investigate the opportunity to incorporate automation systems to all entrance/exit doors</li> </ul>
<b>Secondary Doors</b> (staff only)	Ensure Physical Distancing requirements are satisfied	<ul style="list-style-type: none"> <li>▪ Limit use to exiting of building only</li> </ul>
	Measures to reduce potential transmission	<ul style="list-style-type: none"> <li>▪ Provide sanitizing station                             <ul style="list-style-type: none"> <li>○ Require hand sanitation prior to entering building</li> </ul> </li> <li>▪ Investigate the opportunity to incorporate automation systems to doors</li> </ul>

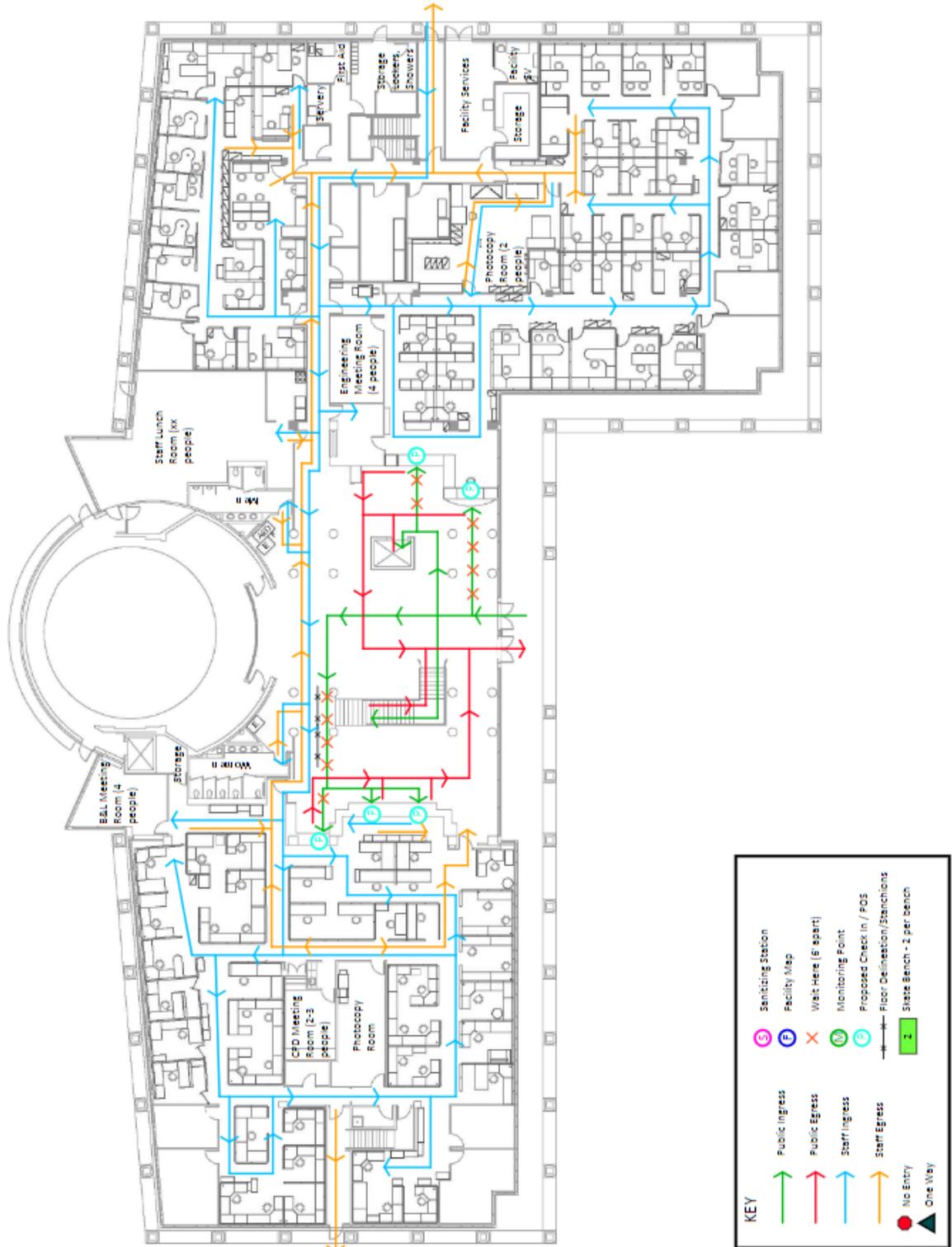
<b>COMMON PUBLIC AREAS:</b>		
<b>Elevator</b>	Ensure Physical Distancing requirements are satisfied	<ul style="list-style-type: none"> <li>▪ Limit the use to one person or family at a time:               <ul style="list-style-type: none"> <li>○ Posting signage at elevator door (each level) noting limitation/restriction</li> <li>○ Maintain a frequent cleaning/sanitizing schedule of interior touch points</li> </ul> </li> </ul>
<b>Lobbies and Corridors</b>	Ensure Physical Distancing requirements are satisfied	<ul style="list-style-type: none"> <li>▪ Identify areas where physical distance requirements are not achievable:               <ul style="list-style-type: none"> <li>○ Removed/relocate impediments (plants, seating) where possible</li> </ul> </li> </ul>
	Flow of staff around departments allows for physical distancing	<ul style="list-style-type: none"> <li>▪ Eliminate blind spots and limited visibility at corners and junction/intersection points:               <ul style="list-style-type: none"> <li>○ Install ceiling mounted convex mirrors where needed</li> </ul> </li> <li>▪ Establish circulation routeing to and from;               <ul style="list-style-type: none"> <li>○ Departments</li> <li>○ Interface areas</li> <li>○ Washrooms</li> <li>○ Elevator</li> <li>○ Staircase</li> <li>○ Council Chambers</li> <li>○ Main Entrance Doors</li> </ul> </li> <li>▪ Post Directional/information signage</li> <li>▪ Floor marking defining physical distance requirements</li> </ul>
<b>Washrooms</b>	Ensure Physical Distancing requirements are satisfied	<ul style="list-style-type: none"> <li>▪ Limit the use of each washroom space based on physical distance requirements, by               <ul style="list-style-type: none"> <li>○ Posting signage at entrance door noting maximum capacity</li> <li>○ Decommission fixtures and fittings to match adjusted maximum capacity</li> <li>○ Creating process to identify number of persons in the washroom at any given time</li> </ul> </li> </ul>
	Flow of staff around departments	<ul style="list-style-type: none"> <li>▪ Develop and implement queuing configuration/layout               <ul style="list-style-type: none"> <li>○ Information signage</li> <li>○ Floor marking defining physical distance requirements</li> </ul> </li> </ul>
	Measures to reduce potential transmission	<ul style="list-style-type: none"> <li>▪ Provide sanitizing station at each washroom entrance               <ul style="list-style-type: none"> <li>○ Require hand sanitation prior to entering and on departure from washrooms</li> </ul> </li> <li>▪ Investigate the opportunity to incorporate automation systems to doors (secondary benefit – improved accessibility for mobility challenged)</li> </ul>
<b>Building Environment</b>	Measures to reduce potential transmission	<ul style="list-style-type: none"> <li>▪ Investigate opportunities for improved air quality through:               <ul style="list-style-type: none"> <li>○ Improved efficiency of HVAC filtration components</li> <li>○ Increased building ventilation / air exchange</li> </ul> </li> <li>▪ Establish Sanitization Stations where needed throughout facility</li> </ul>

Example of Staff Physical Distancing Layout at City Hall



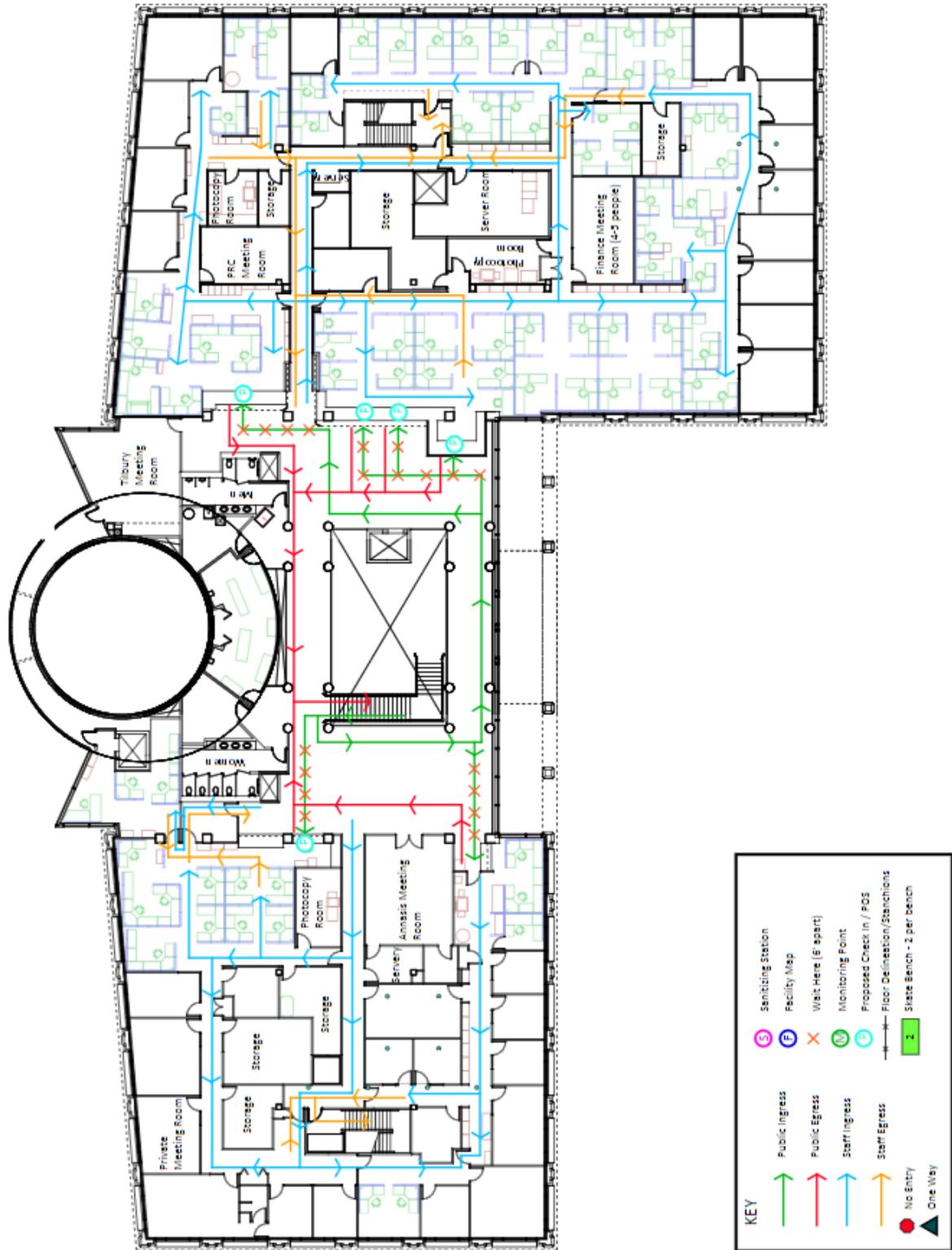
# City Hall Facility Flow Plan (Preliminary)

## First Floor





### Second Floor City Hall Flow Plan (Preliminary)

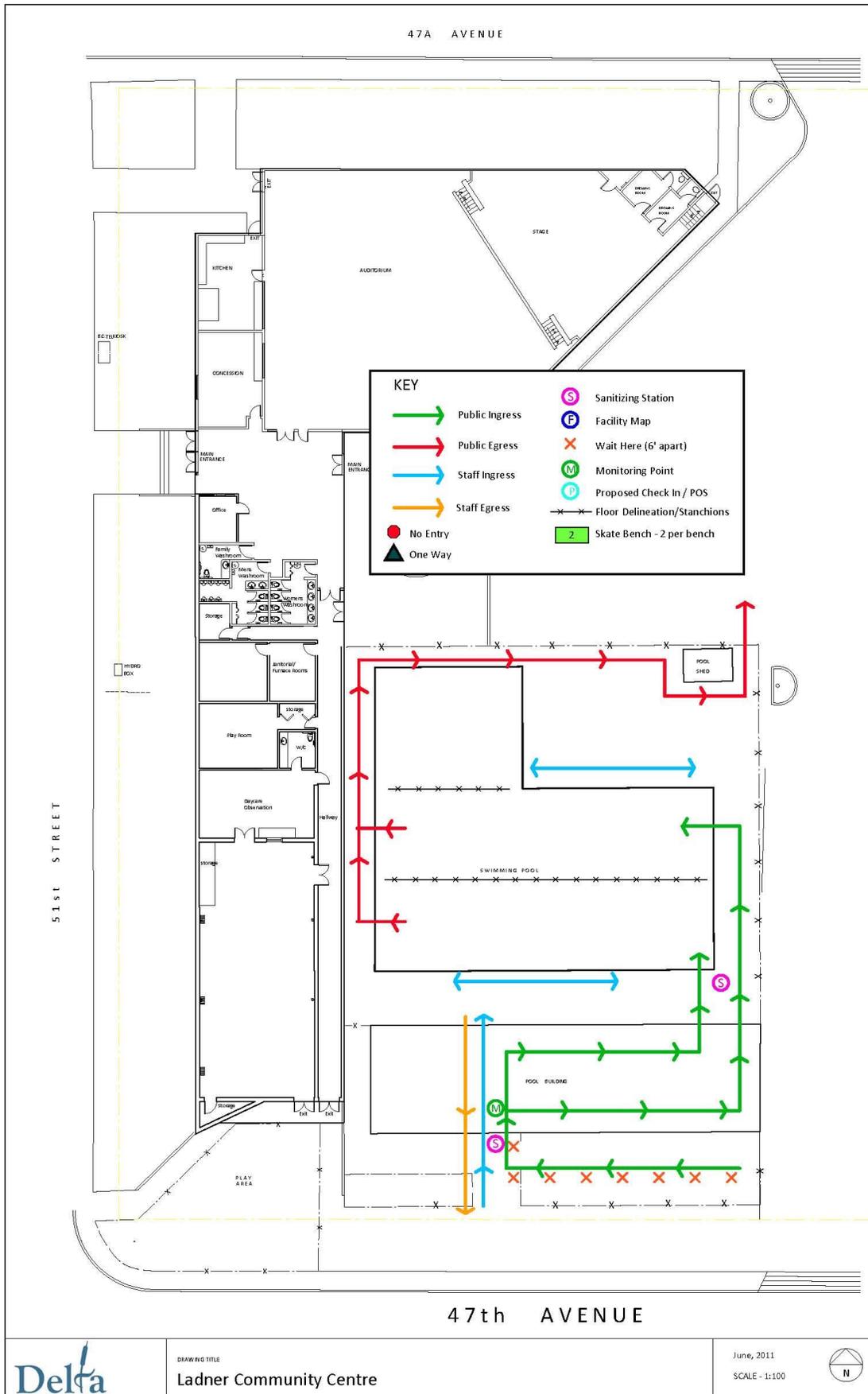


### Appendix C Outdoor Pools Details (target date: early July)

Service Area (Lead Department)	Ladner Outdoor Pool and North Delta Outdoor Pool (Parks, Recreation & Culture)
Scope of Service	Outdoor Pool access to residents of the City of Delta and swim club rental opportunity
Summary of Programs and Duration	Outdoor Pools will offer a combination of public swim and length swim, approximately 8 hours a day 7 days a week and 35 hours of rental time per pool opportunity to Delta based swim clubs
Administrative Overview	Available only to Delta residents, participants will pre-register online through DeltaReg to reserve their time.
Activity-Specific Protections – Residents	<p>Family and Length swim</p> <ul style="list-style-type: none"> <li>• All participants will be required to arrive and wait in a social distance line outside the pool area to check in.</li> <li>• Participants will be required to arrive with their swim attire on – no access to changerooms</li> <li>• Participants will be provided a roped off area of the pool to swim in and a chair at the end of their lane or area for their personal belongings</li> <li>• Single occupant washrooms will be provided within the facility and staff will monitor washroom use.</li> <li>• No lounging on the pool deck</li> <li>• Staff will disinfect stair railings if participant uses them</li> <li>• Participants will exit the facility through a gate into the parking lot once the swim time has ended</li> <li>• All touch points will be disinfected before next time period commences.</li> </ul> <p>First Aid treatment</p> <ul style="list-style-type: none"> <li>• During low risk first aids, injured participant will be provided a surgical mask to put on during treatment.</li> </ul> <p>Swim Clubs will be required to obtain approved guidelines from their Provincial Sport Organization</p>
Activity-Specific Protections – Staff	Guidelines and recommendations have been developed by the Lifesaving Society BC Yukon Branch to assist operators in adapting their facility operation to mitigate the risk to staff posed by COVID -19. Included in their recommendations are increased Personal Protective equipment for the Lifeguard staff, limited number of patrons in the pool at a given time, training of staff on new protocols for contact rescues, and increased cleaning of touch points during and after each swim.

	<p>Staff will be trained in use of PPE. Interaction with the participants will happen for Public relations and staff will be trained to keep physical distancing of 2.0 metres.</p> <p>Lifeguards</p> <ul style="list-style-type: none"> <li>• Use of a Lifeguard chair on deck will assist with distancing between participants and staff.</li> <li>• Where face to face communication could occur staff will have face masks and access to face shields to don.</li> <li>• During minor first aids staff will be equipped with a low risk kit that includes face shield, face mask and disposable gloves.</li> <li>• Where a rescue or major first aid occurs of high risk (airway, breathing, circulation problems) a high risk kit will be obtain that includes face shield, face mask, disposable gloves, isolation gown, bag-valve mask with hepa filter and pocket mask with hepa filter</li> </ul> <p>Building Service Worker</p> <ul style="list-style-type: none"> <li>• Disposable gloves will be provided while using cleaning products</li> <li>• Will be trained to provide 2 m of physical distancing if in communication with public</li> </ul>
Staffing Levels	<p>Aquatics has identified the need to recall between 23 lifeguards to guard the outdoor pools for the summer and 4 Building Service workers to assist with cleaning the facility during and in between each swim period.</p>
Net Cost Implications	<p>Operating budget from July 6-September 7 = \$165,000 for both outdoor pools</p> <ul style="list-style-type: none"> <li>• 1,528 hours of Lifeguarding time</li> <li>• 536 hours of Building Service workers time</li> </ul>
Recommended Fee	<p>Public and Length Swim</p> <ul style="list-style-type: none"> <li>• Free</li> </ul> <p>Swim Clubs will rent the facility using the current fees for outdoor pool as identified in the Parks and Recreation Fees and Charges Bylaw No. 7594, 2016.</p> <ul style="list-style-type: none"> <li>• Potential Rental revenue = \$20,000 for both pools over the summer</li> <li>• Swim clubs provide their own lifeguards</li> </ul>

# Ladner Outdoor Pool Flow Diagram



# North Delta Outdoor Pool Flow Diagram



**Appendix D Outdoor Fitness Details** (target date: early July)

Service Area (Lead Department)	Outdoor Fitness Programming (Parks, Recreation & Culture)
Scope of Service	Conducted on the City of Delta’s synthetic turf fields, approximately 60 registered outdoor fitness programs would be offered each week, with activities ranging from low to high intensity. Family programs would be included. Service would be offered from July through September and weather dependent.
Summary of Programs and Duration	Program schedule would be focused on programming blocks in the morning (7:00 – 10:00 am) and early evening (6:00 – 8:45 pm), seven days per week. Programs would range from 30 to 60 minutes based on the activity.
Administrative Overview	Available for Delta Residents only participants will pre-register and pay online through DeltaReg, and staff will provide a contact-free check-in point to access the program space.
Activity-Specific Protections – Residents	No direct exchanges (cash, paperwork) will occur on-site. Participant spaces will be marked on-site, ensuring a minimum distance of 5 square meters between participants is provided. Access/egress queuing lines will be marked to ensure physical distancing is maintained. Programs are designed so no equipment (weights, mats) is needed, but participants would be encouraged to bring their own supplies if desired (mat, water bottle, towel). To ensure protocols are manageable, class size will be limited to 15 participants during the initial implementation.
Activity-Specific Protections – Staff	One instructor will lead the class. The instructor will set up markers in advance to ensure physical separation. Staff are qualified to provide first-aid, and appropriate personal protective equipment and protocols would be provided and followed should participants require first aid.
Staffing Levels	On a weekly basis, 130 person hours would be required to provide this service. Recall of 25 instructors, depending on availability, would be required to deliver this service area. Staffing levels will be adjusted to suit demand. Virtual programming would be maintained during the summer months provided both services are sustainable from a participant perspective.
Net Cost Implications Per Week	\$4,500 assuming all 60 classes run. This program will cost \$45,000 over a 10 week period.
Recommended Fee	Registration fee of \$5.00 per participant, available to Delta residents only. The Delta Youth Admission Pass would be applicable to these services, so youth would be eligible to participate at no cost.

### **Appendix E Summer Camp Details (target date: end of June)**

Service Area (Lead Department)	Summer Camp Day Care (Parks, Recreation & Culture)
Scope of Service	Summer Camp Day Care for children 6 -12 years old
Summary of Programs and Duration	Available to Delta Residents only Monday- Friday 8am- 6pm at the South Delta Recreation Centre (SDRC) and North Delta Recreation Centre (NDRC). June 29 – September 4, 2020
Administrative Overview	<p>Participants will pre-register and pay online through DeltaReg or over the phone at the registration line. Registration for a full week is required.</p> <p>There will be 2 Coordinators overseeing the administration and each will be responsible for a site.</p>
Activity-Specific Protections – Residents	<p>Participants will be put into groups of 6 and allocated a dedicated space for the week. Each group will have designated washroom. Physical distancing will be maintained when at all possible. Other protections include:</p> <ul style="list-style-type: none"> <li>• Set of supplies and equipment for each child</li> <li>• Individual stations for each child</li> <li>• Regular sanitizing of touch points and equipment</li> <li>• Washrooms will be disinfected hourly</li> <li>• Participants / guardians will be required to self declare any symptoms and are not to come to camp if feeling unwell</li> <li>• Each group will have 2 leaders for supervision and guidance</li> <li>• Regular scheduled handwashing breaks</li> </ul> <p>First Aid treatment</p> <ul style="list-style-type: none"> <li>• During low risk first aids, injured participant will be provided a surgical mask to put on during treatment.</li> </ul>
Activity-Specific Protections – Staff	<p>Staff will be trained in use of PPE. Interaction with the participants will happen as required and staff will be trained to keep social distancing of 2.0 meters.</p> <p>Play leaders</p> <ul style="list-style-type: none"> <li>• Will be provided PPE</li> <li>• Individual stations for each staff</li> <li>• Face to face communication will incorporate face masks and access to face shields.</li> <li>• During minor first aid staff will be equipped with a low risk kit that includes face shield, face mask and disposable gloves</li> <li>• Access to disinfection supplies for touchpoints and equipment</li> <li>• Regular scheduled handwashing breaks</li> <li>• Working in a buddy system with a second leader</li> </ul>

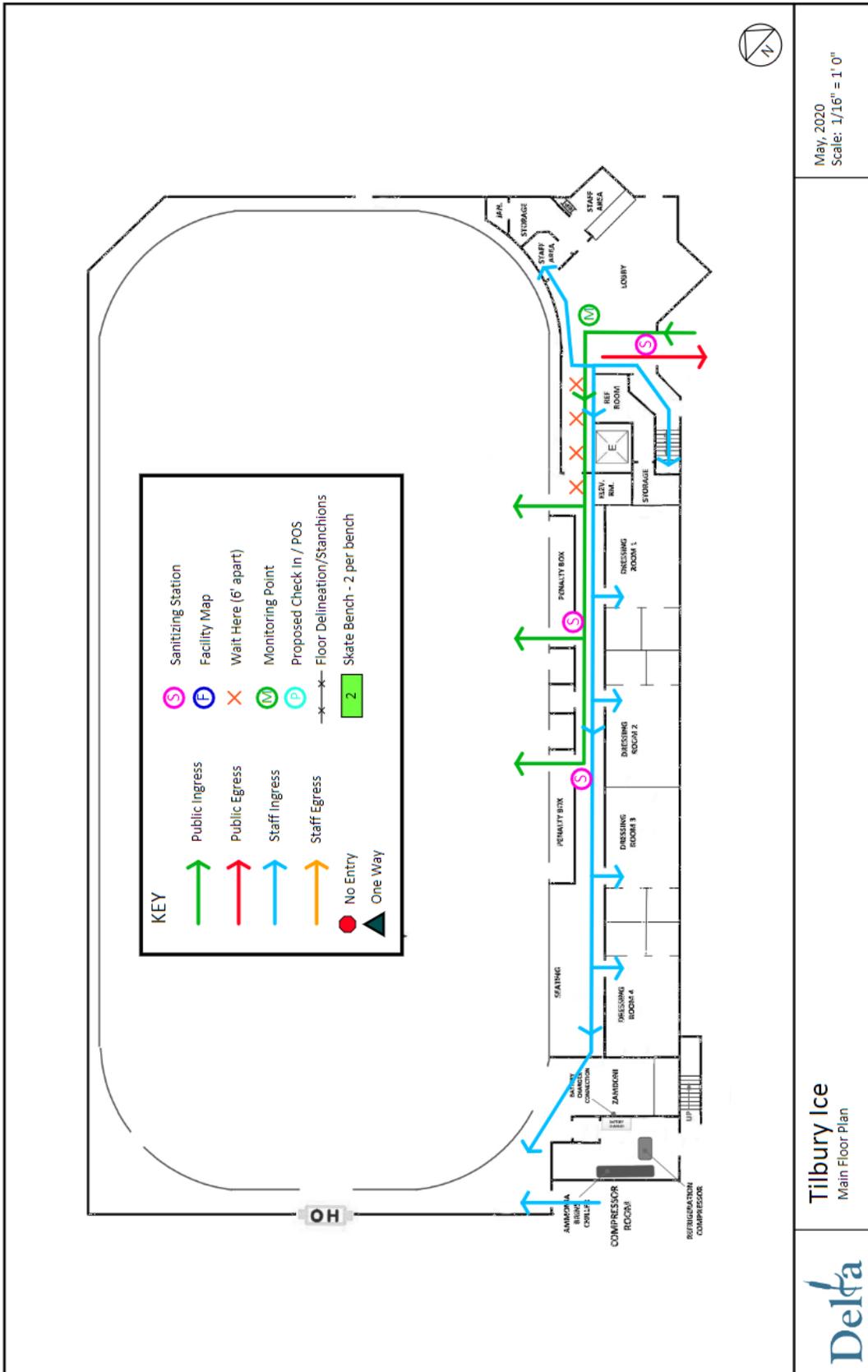
	<ul style="list-style-type: none"> <li>• Access to a Coordinator for guidance and support</li> </ul> <p>Building Service Worker</p> <ul style="list-style-type: none"> <li>• Disposable gloves will be provided while using cleaning products</li> <li>• Will be trained to provide 2.0 metre of social distancing if in communication with public</li> </ul>																																							
Staffing Levels	<p>Community Recreation has identified the need to 30 Play Leaders plus 6 BSW staff this equals 95 hours/week/class or 1425 hours of work over the length of the program at full capacity. Play leaders and staff will assist Building Service Workers with cleaning and disinfection of the facility for the Summer day camps. Numbers will depend on registration and availability.</p> <p>NDRC has a capacity for 8 dedicated group spaces and SDRC has a capacity for 7, each group of 6 participants will have 2 play leaders assigned for the day. This will provide coverage for the full 10 hour day with breaks and planning time.</p>																																							
Net Cost Implications	<p>The City of Delta has applied for the Federal Student Summer Grant Program and is awaiting notification of the funding. This grant will provide either 50% or 100% top up of minimum wage. The intent is to operate and scale the camp to the number of registrants making the program as close to cost recovery as possible. The table below summarizes the cost implications of the Summer Camp Day Care.</p> <table border="1"> <thead> <tr> <th></th> <th>1 - Class of 6</th> <th>Maximum of 15 – Classes of 6</th> </tr> </thead> <tbody> <tr> <td>People per day to operate</td> <td>3</td> <td>45</td> </tr> <tr> <td>Person hours per day</td> <td>19</td> <td>285</td> </tr> <tr> <td>Person hours per week (80 +15)</td> <td>95</td> <td>1425</td> </tr> <tr> <td>Staffing cost per week @\$30/hr</td> <td>\$2,850.00</td> <td>\$42,750.00</td> </tr> <tr> <td>Less Federal wage subsidy\$14.60/hr x 80</td> <td>- \$1,168.00</td> <td>-\$8760.00</td> </tr> <tr> <td>Program Supplies, equipment and PPE per week</td> <td>\$300.00</td> <td>\$4,500.00</td> </tr> <tr> <td>Total Cost per camp (group of 6) per week</td> <td>\$1982.00</td> <td>\$38,490.00</td> </tr> <tr> <td>Cost per Child per week</td> <td>\$330.00</td> <td></td> </tr> <tr> <td>Registration Fee (same as 2019)</td> <td>\$250.00</td> <td></td> </tr> <tr> <td>Amount of city subsidy @\$80/child</td> <td>\$480.00</td> <td>\$7,200.00</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td>Net cost over a 10 week program</td> <td>\$4,800.00</td> <td>\$72,000.00</td> </tr> </tbody> </table>		1 - Class of 6	Maximum of 15 – Classes of 6	People per day to operate	3	45	Person hours per day	19	285	Person hours per week (80 +15)	95	1425	Staffing cost per week @\$30/hr	\$2,850.00	\$42,750.00	Less Federal wage subsidy\$14.60/hr x 80	- \$1,168.00	-\$8760.00	Program Supplies, equipment and PPE per week	\$300.00	\$4,500.00	Total Cost per camp (group of 6) per week	\$1982.00	\$38,490.00	Cost per Child per week	\$330.00		Registration Fee (same as 2019)	\$250.00		Amount of city subsidy @\$80/child	\$480.00	\$7,200.00				Net cost over a 10 week program	\$4,800.00	\$72,000.00
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Recommended Fee	<p>Cost per child for a full week of camp</p> <ul style="list-style-type: none"> <li>• \$250.00 * Cost per child with 100% grant -In order to keep the fees consistent with 2019</li> </ul>																																							

**Appendix F Tilbury Ice Details** (target date: mid June)

Service Area (Lead Department)	Sport Skills Development – Tilbury Ice Arena (Parks, Recreation & Culture)
Scope of Service	Effective mid-June, Tilbury Ice Arena will be available to Delta community user groups servicing children and youth to accommodate sport skills development in the absence of formal competition. This service will be primarily focused on minor hockey, figure skating and ringette. Non-Delta community organizations could access available time only after all Delta-based organization’s ice time requests had been approved.
Summary of Programs and Duration	General skill development will be conducted by the community sports organizations. Ice time would be rented by organizations based on current rental rates identified in the Delta Parks and Recreation Fees and Charges Bylaw No. 7594 2016. Rental time would be made available seven days per week.
Administrative Overview	Each community group will confirm their ice usage via digital rental permit authorization, and payments will be undertake online or through electronic payment methods. Confirmation of an industry approved COVID-19 resumption plan will be obtained.
Activity-Specific Protections – Residents	<p>Tilbury Ice Arena participants, coaches and instructors will be required to arrive and depart in their equipment. Skates and upper body equipment can be put on in open-air stalls located in the area of the parking lot closest to the entrance, as vehicles will be prohibited from entering this area.</p> <p>Change room facilities, including showers and indoor dryland spaces will not be provided other than single-occupant washrooms on the ground floor. The second floor of the Tilbury facility will remain closed and as such, no spectator viewing will be available.</p> <p>Community users will be responsible for all first aid and medical assistance and related equipment and supplies requirements through their respective coaching/instructing staff. This requirement is consistent with pre-COVID facility use.</p> <p>A condition of reopening is that community groups have authorized COVID 19 resumption plans endorsed by their respective federal and provincial sport governing bodies. While in play these groups will also be required to follow the Provincial Health Authority protocols involving limited numbers and safe distancing. In the process of allocating space, Delta will require appropriate insurance provisions to be in place prior to issuing rental permits.</p>

Activity-Specific Protections – Staff	Staff will be assigned to regular ice maintenance functions as well as monitoring access, facility cleaning, sanitation and disinfection of all areas. All staff will be provided the required personal protective equipment. Staff communication with the community user groups will be undertaken by phone only, as staff have access to a mobile phone and this phone number will be provided to community user groups.
Staffing Levels	For compliance with Technical Safety BC, qualified facility staff are required to be on-site on a 24 hour basis when the ice plant is in operation. Additional staff for emergency call in, sick and vacation leave coverage will be required on an “as needed” basis, and measures are in place to accommodate these needs when they arise.
Net Cost Implications Per Week	<p>As the Tilbury Ice Arena is currently operational, the primary operating costs of the Tilbury Ice Arena – staffing and utilities – are already being incurred. The only additional costs associated with this proposal are additional cleaning and disinfecting supplies.</p> <p>There is a net revenue associated with this service projected to be \$3,500 per week or \$35,000 during the Phase 3 recovery period</p>
Recommended Fee	The current fees and charges for Spring/Summer ice would apply as per the Parks and Recreation Fees and Charges Bylaw No. 7594, 2016.

# Tilbury Ice Flow Diagram



**Tilbury Ice**  
Main Floor Plan



**Appendix G Fields for Sport Skills Training (target date late June)**

Service Area (Lead Department)	Sport Skill Development - Sport Field Users (Parks, Recreation & Culture)
Scope of Service	Sport field rental opportunities to Delta community user groups servicing children, youth and adults, for outdoor field sports, including ball diamonds.
Summary of Programs and Duration	Effective in late June, general skill development could be conducted by community sports organizations in alignment with their operational plans approved by their respective governing body. Rental time would be made available seven days per week, although desirable times on some synthetic turf fields maybe be occupied by the Outdoor Fitness Programming schedule, if approved.
Administrative Overview	Each community group will confirm their ice usage via digital rental permit authorization. The rentals will be provided at no charge to start and will be revisited as recovery progresses.
Activity-Specific Protections – Residents	<p>Field sport participants and coaches will be required to use the allocated field spaces based on their sport specific guidelines for safe play.</p> <p>Change room facilities will not be provided other than public parks washrooms as available per location. These amenities are already available for the public’s use.</p> <p>Community users will be responsible for all first aid and medical assistance and related equipment and supplies requirements through their respective coaching/instructing staff. This requirement is consistent with pre-COVID facility use.</p>
Activity-Specific Protections – Staff	Parks staff will be assigned to regular park maintenance functions as well as washroom cleaning, sanitation and disinfection. All parks staff will be provided the required personal protective equipment. Staff communication with the community user groups will be undertaken by phone or email only during designated admin office operational hours.
Staffing Levels	No additional staff are required on site to support the use of the spaces. Clerical staff (1) required to process field use requests, permits and insurance requirements. Staff recall not required.
Net Cost Implications Per Week	Administrative requirements to issue permits only – No additional costs for this program
Recommended Fee	Fees and Charges would not apply during stage 3 of the recovery period.

## Appendix H Provincial Sport Organizations

Service Area (Lead Department)	Permits and Licence Agreements (Parks, Recreation & Culture)
Overview	The City of Delta provides regular, exclusive use of sport, recreation and cultural spaces, either in recreation facilities or parks, primarily through two mechanisms: seasonal permits (with an accompanying contract) or licence agreements.
Summary of Service Recovery Continuum	<p>Provincially, many sport and recreation activities are governed by a Provincial Sport Organization (PSO). PSO's primarily operate as societies, with an elected board or directors. PSO's are generally members of SportBC, a provincial service and advocacy group, and ViaSport, which provides tools to support and strengthen the amateur sport system in British Columbia.</p> <p>To reintroduce sport, ViaSport is providing sport sector guidelines to public health officials and WorkSafe BC. Once these guidelines are reviewed, they will be provided to each PSO to support their sport-specific recovery plan. These sport-specific plans should be reviewed and approved by each PSO's board of directors. Once this step is complete, local sport and recreation organizations can implement the sport-specific recovery plans to re-engage Delta residents in activities.</p>
PSO's in Delta's Venues	<p>Activities which are overseen by a PSO and are conducted by a community organization using a City of Delta venue include:</p> <ul style="list-style-type: none"> <li>• Baseball BC</li> <li>• Basketball BC</li> <li>• BC Ball Hockey Association</li> <li>• BC Hockey</li> <li>• BC Lacrosse Association</li> <li>• BC Provincial Football Association</li> <li>• BC Rugby Union</li> <li>• BC Soccer Association</li> <li>• Bowls BC</li> <li>• Cricket BC</li> <li>• Curl BC</li> <li>• Field Hockey BC</li> <li>• Gymnastics BC</li> <li>• Karate BC</li> <li>• Ringette BC</li> <li>• Skate Canada BC/YK Section</li> <li>• Softball BC</li> <li>• Swim BC</li> <li>• Tennis BC</li> <li>• Triathlon BC</li> </ul>

	<p>In addition, there are a number of Disability Sport Organizations (DSO) which focus on athlete services across a variety of sports and activities. While not directly engaged with the City of Delta, these include:</p> <ul style="list-style-type: none"> <li>• BC Blind Sports and Recreation Association</li> <li>• BC Deaf Sports Federation</li> <li>• BC Wheelchair Sports</li> <li>• Special Olympics BC</li> <li>• Sportability</li> </ul> <p>For awareness, the recovery plans for these DSO's may impact recovery plans for any PSO, requiring further coordination amongst these bodies.</p>
<p>Activities without a PSO</p>	<p>A number of sport, recreation and culture activities provided by community organizations in Delta do not have a PSO due to the nature or administrative structure of their activity. In some cases, such as the sport of slo-pitch or the activities of the Cadets and Junior Canadian Rangers, these activities are overseen by national bodies.</p> <p>In other cases, such as a number of cultural service community organizations, there exists no provincial or national governing body with a mandate to develop recovery plans for the activity. This work is in the hands of local residents volunteering their efforts as a board member of these organizations.</p>
<p>Issuance of Permits/Reinstatement of Licence Agreements</p>	<p>For community organizations where a PSO exists, the issuance of a permit or reinstatement of licence agreement should follow the provision of a recovery plan approved by the PSO's board of directors. Local community organizations will need to undertake the necessary steps to apply the PSO-approved plan to their service delivery.</p> <p>For community organizations under the purview of a national body only, the issuance of a permit or reinstatement of licence agreement should follow the provision of a recovery plan approved by the national oversight body, with specific reference to the adherence of the approved plan to applicable provisions in British Columbia. Delta will require a copy of the plan but will not be approving the plans separately.</p> <p>Finally, for community organizations where no provincial or national governing body exists, these organizations will be required to provide a recovery plan for the City of Delta's awareness and sign an associated document as part of their permit or agreement which states that their recovery plan is in compliance with provincial guidelines requirements, including those of the Fraser Health Authority and WorkSafe BC, if applicable, and specifically indemnify the City of Delta of any COVID-19 related liability.</p>

**Reference Document: Delta's COVID-19 Safety Plan**