



## COVID-19 Relaunch Plan

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## Table of Contents

Overview .....	3
Purpose .....	3
Definitions .....	4
Relaunching operations .....	4
Communications .....	5
Records Management .....	5
Mental Health .....	5
Quarantine and isolation (rapid response to symptomatic individuals) .....	6
Infection prevention and control .....	7
Eliminating hazards .....	7
Substitution .....	7
Engineering controls: isolating the hazard .....	8
Administrative controls .....	8
Personal Protective Equipment (PPE) .....	10
Noncompliance .....	11
Resources .....	11
APPENDIX A – Facility Log-in Screening Form .....	12
Appendix B – MOCA Cleaning & Disinfecting Log .....	13

## Overview

“COVID-19 remains a serious health threat, in particular for older adults, people with underlying health conditions, and people with compromised immune systems.

It is important to note that this virus can lead to serious health outcomes; knowledge about the impacts of the virus continues to evolve. For example, a condition called multi-system inflammatory syndrome in children, or MIS-C, has been reported in a number of jurisdictions, and may be linked with COVID-19.

The Chief Medical Officer of Health (CMOH) has issued specific Orders regarding the COVID-19 (CMOH Orders). These CMOH Orders detail the restrictions and precautions necessary to prevent the spread of COVID-19, as well as the actions required to safely resume activities while still protecting Albertans.

On May 14, Alberta’s Relaunch Strategy was implemented. To ensure the safety of Albertans and communities, the relaxing of restrictions on certain activities will follow a measured approach, in accordance with public health guidance from Alberta Health.” ~*Alberta Health*

Millican Ogden Community Association (MOCA) remains committed to keeping the community healthy and thriving therefore MOCA will cooperate with any and all guidelines set forth from the governing authorities to ensure all facility users, volunteers and staff are cared for.

## Purpose

The purpose of this plan is to keep staff, volunteers, and facility users to MOCA facilities safe from viruses’ such as COVID-19.

This document will outline the procedures in which MOCA and anyone who enters the facilities are to follow set forth by governing authorities.

As the COVID-19 pandemic is an evolving situation, the contents of this document are subject to change and will be updated as appropriate.

## Definitions

<b>Cohort</b>	Cohorts are small groups of people whose members do not always keep 2 metres apart. This is an agreement to maintain physical distancing from everyone else. <a href="https://www.alberta.ca/prevent-the-spread.aspx">https://www.alberta.ca/prevent-the-spread.aspx</a>
<b>Coronavirus</b>	A large family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV)
<b>COVID-19</b>	Is a new strain that was discovered in 2019 and has not been previously identified in humans
<b>Facility User</b>	Any person who enters the facility such as a renter, potential renter, guest of a renter, contractor, member, or community resident
<b>Governing authorities</b>	Including but not limited to Alberta Government, Alberta Health Services, City of Calgary, Federal Government, Occupational Health and Safety
<b>MOCA facilities</b>	Millican Ogden Community Centre, Jack Setter Arena
<b>Pandemic</b>	(Of a disease) prevalent over a whole country or the world

### Abbreviations

AHS	Alberta Health Services
MOCA	Millican Ogden Community Association
PPE	Personal Protective Equipment

## Relaunching operations

As MOCA begins to relaunch, to provide as much safety as possible, MOCA will relaunch will in be stages.

Current estimated timeline of MOCA Relaunch is, *subject to change*:

STAGE	EST. DATE	AREA	WHO	Capacity
1	06.22.2020	Community Centre – Upper Hall	Long Term Renters & Funeral Services	Varies, <i>see procedure</i>
1	06.22.2020	MO's Place	Youth program	8 + 2 staff
1	06.22.2020	MOCA Office	By appointment only	1 + staff
2	07.06.2020	Community Centre – Upper Hall	All renters	50
3	09.01.2020	Jack Setters Arena	On Ice (including coaches)	50
3	09.01.2020	Jack Setters Arena	Changerooms 1 & 2	8
3	09.01.2020	Jack Setters Arena	Changerooms 3 & 4	6
3	09.01.2020	Jack Setters Arena	Ref room & washrooms	1
4	TBA	Jack Setters Arena	Spectators/ Spectator stands	TBD
4	TBA	Jack Setters Arena	Drop in Programming	TBD
4	TBA	MOCA Office	Drop ins- business hours resume	TBD
4	TBA	Community Centre – Lower Hall	<i>Too many shared items that are easy to transmit viruses</i>	TBD
4	TBA	Community Centre- Boardroom	<i>This room is not large enough for social distancing practices</i>	TBD
5	TBA	Special Events	In accordance with governing authorities	TBD

## Communications

MOCA encourages all its staff, volunteers, and facility users to stay up to date with developments related to COVID-19.

This document will be available to all staff, volunteers, and facility users to stay apprised on how MOCA is taking steps to prevent the risk of transmission. This document will be posted on the MOCA website, given to each renter and a copy available at each of its facilities.

Further communications will be in the form of signage posted throughout the facilities.

## Records Management

Anyone who enters a MOCA facility will be asked to sign a Facility Log-in Screening Form (*located in Appendix A*) for AHS tracing purposes. The log in sheet will contain the screening checklist and space to provide date, function, full name, address, phone number and time in the facility.

Records will be kept in the General Managers office and only be given to AHS if there a potential exposure occurs. Records will be kept for up to 30 days then will be shredded. At the request of renters, a copy can be given for your program records.

## Mental Health

During these times, a person's mental health can be affected. Please know that MOCA is here to assist you in not only keeping you physically healthy and safe but also mentally healthy.

A few resources that may help you:

SE Calgary Community Resource Centre	Assist with providing someone to talk to and access to counselling services	403.720.3322 <a href="https://www.secalgarycrc.ca/">https://www.secalgarycrc.ca/</a>
Ogden 50+ Activity Centre	Assists people 50+ with someone to talk to and access to counseling services	403.279-2003 <a href="https://www.ogden50plus.org/">https://www.ogden50plus.org/</a>
Carya Society of Calgary	Direct link to counselling services for all ages	403.269.9888 <a href="https://caryacalgary.ca/our-programs/caryas-response-to-covid-19/">https://caryacalgary.ca/our-programs/caryas-response-to-covid-19/</a>

## Quarantine and isolation (rapid response to symptomatic individuals)

CMOH Order 5-2020 is a legal order that Albertans must abide by to ensure the safety of all.

Quarantine	Isolation
Required when people are not sick, but have been exposed	Required when people are sick, to keep them from infecting others
The quarantine period for COVID-19 is 14 days. This is because it can take up to 14 days for an individual to develop symptoms.	The isolation period for COVID-19 is 10 days or until symptoms resolve, whichever is longer
<i>Table provided by Alberta Health</i> More information on the CMOH Order 05-2020 <a href="https://open.alberta.ca/publications/cmoh-order-05-2020-covid-19-response">https://open.alberta.ca/publications/cmoh-order-05-2020-covid-19-response</a>	

What to do if a facility user, volunteer, or staff display symptoms while in a MOCA facility:

1. Isolate the symptomatic person in a separate room
2. Keep everyone else away from the symptomatic person
3. If the symptomatic person came to the facility with someone else, have that person take the symptomatic person home for isolation, self assessment tool and contacting 811 for further instructions if testing needs to be done
4. Ensure you have the information of the symptomatic person as well as all the attendees in the facility entered in the Facility log-in screening form.
5. Everyone is recommended to leave the facility and go home to quarantine until they hear if the symptomatic person tested positive or show symptoms yourself.

## Infection prevention and control

MOCA has taken measures using hazard assessments to help reduce/ eliminate the spread of COVID-19. These measures are through eliminating some items, substituting items, placing barriers, and administrative controls such as social distancing.

### Eliminating hazards

To aid in the reduction of COVID-19 transmission, there will be some items/areas unavailable until certain dates. (dates will be updated appropriately)

ITEMS UNAVAILABLE	DATE WHEN AVAILABLE
Coat racks	TBA
Fridge	Stage 4
Wedding Arch & Pedestals	Stage 4
Podium	Stage 4
AV Equipment	Stage 4
Boardroom	TBA
Lower Hall	TBA
Accepting Cash	TBA
Water Fountain	TBA
Vending Machines	Stage 3
Spectator Stands	TBA
Drop in Programming*	Stage 4
Skate Trainers	Stage 4
Lockers	Stage 3
Showers	TBA
Bulletin Boards	TBA

*\*Drop in programming may become available progressively (IE: members only, then public) watch for further details*

### Substitution

To aid in the reduction of COVID-19 transmission, there will be some substitutions until certain dates. (dates will be updated appropriately)

Current Item	Substituted Item
Cleaning rags	Disposable rags
Hand Dryers	Paper Towels
Printed Newsletters	Digital Newsletters
Changeroom 5	Changeroom 1 & 2 Ref's room
Ref's room	Changeroom 3 & 4 Ref's room

### Engineering controls: isolating the hazard

To aid in the reduction of COVID-19 transmission, there will be the following barriers in place until further notice

LOCATION	BARRIER
MOCA Office - hallway	Sandwich board located between the 2 washrooms to separate MO's place and the admin office
MOCA Office – washrooms	There will be one dedicated washroom for MO's Place and 1 dedicated washroom for MOCA Administration
MOCA Office – doors	Doors will be locked to all rooms that are not accessible to unauthorized personnel
MOCA Upper Hall – Kitchen	Fridge will be sectioned off due to unavailable during this time
MOCA Upper Hall -washrooms	Currently have partitions
MOCA Upper Hall – seating	Ensure all chairs are properly placed 2 meters apart from each cohort
Arena	Barriers across spectator stands, east & west ends of rink; Signage will be placed on items “out of order”; directional signs places in lobby – East lobby & west hall door: into ice, West lobby: exit from ice
MOCA Lower Hall	TBA

### Administrative controls

To aid in the reduction of COVID-19 transmission, there will be the following barriers in place until further notice

LOCATION	ADMINISTRATIVE CONTROL
<b>ALL LOCATIONS</b>	<ul style="list-style-type: none"> <li>• <b>SANITIZE YOUR HANDS &amp; SIGN THE LOG IN SCREENING SHEET BEFORE PROCEEDING</b></li> <li>• <b>PRACTICE PHYSICAL DISTANCING</b></li> <li>• <b>ABIDE BY THE SIGNS</b></li> <li>• <b>MASKS TO BE WORN</b> (<i>*exception of when physical activity begins, otherwise worn in common areas</i>)</li> </ul>
Parking Lot	<ul style="list-style-type: none"> <li>• Reminder only the parking lot adjacent to MOCA is our lot. The other connecting parking lot is the Ogden 50+ Club</li> <li>• When using the parking lot, leave 1 parking stall in between cars to allow for physical distancing. When the parking lot is half full, use the street to park.</li> </ul>
MOCA Office	<ul style="list-style-type: none"> <li>• Facility users are to book an appointment if there is a need to be onsite. Recommended to do all business over phone or email until further notice</li> <li>• Only one person permitted in the office</li> <li>• Facility user will ring the door buzzer at their appointment time (no earlier)</li> <li>• Stop at the “stop” sign</li> <li>• Sanitize their hands</li> <li>• Sign the facility log in screening form</li> </ul>

	<ul style="list-style-type: none"> <li>• Proceed to the 2<sup>nd</sup> office door on the left</li> <li>• Stop at the marked barrier (line or counter)</li> <li>• When close contact could occur, please step back to allow for staff to place material on the counter and vice versa</li> </ul> <p><b>*see office procedure for further information</b></p>
<p>MOCA Upper Hall</p>	<p>When setting up/cleaning up for private function:</p> <ul style="list-style-type: none"> <li>• Designate 2-4 people only to set up before the event and clean up after the event</li> <li>• <b>DO NOT</b> move anything of MOCA's that is already there as it is set in spots for a reason. The only items permitted to be moved are the tables and chairs</li> <li>• Follow the "MOCA COVID-19 Relaunch Plan – community centre procedure" for thorough instructions on cleaning &amp; disinfecting, in addition to the rental agreement procedures</li> </ul> <p>When attending a private function:</p> <ul style="list-style-type: none"> <li>• It is highly encouraged you have pre-registration at your function to ensure you can abide by capacity and proper physical distancing</li> <li>• The main door is used as a "one-way" door. Facility users will all enter one way at the beginning of the function and all exit one way at the end of the function. There is NO cross over.</li> <li>• Stop at the "stop" sign</li> <li>• Sanitize their hands</li> <li>• Sign the facility log in screening form</li> <li>• Practice physical distancing, proceed to your seat</li> </ul> <p>**Refrain from blocking doorways and walkways which could hinder physical distancing from others</p> <p>** After your function, guests leave the facility immediately and do not congregate in areas in which could block traffic flow</p> <p>**Highly encouraged to limit the use of your own equipment</p> <p><b>*See community centre procedure for further information</b></p>
<p>MO's Place</p>	<ul style="list-style-type: none"> <li>• Participants enter through the west "Mo's Place" door ONLY</li> <li>• Stop at the "<b>STOP</b>" sign to sanitize hands</li> <li>• Sign the Facility Log-in Screening Form <ul style="list-style-type: none"> <li>○ Anyone who answers "no" to any of the questions is not permitted to enter the facility. They are encouraged to go home to self-isolate and take the self-assessment tool on the Alberta Health Services website to see if they need to be tested.</li> <li>○ The log will remain filed in the General Manager's office and be available to Alberta Health Services should an outbreak occur in our facility and they request to see who was in the facility on any given day. After 30 days the document will be shredded. A copy can be made available to the renter for their purposes.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Respect and follow signage posted for instructions, barriers, social distancing of 2 metres apart if not in the same cohort (family). 3 meters for any high intensity activity.</li> <li>• Respect social distancing while in the MOCA office.</li> <li>• Masks are encouraged but not mandatory.</li> </ul> <p><b>*see Mo's place procedure for further information</b></p>
MOCA Lower Hall	TBA
Jack Setter Arena	<ul style="list-style-type: none"> <li>• Participants enter through the South main doors ONLY. These doors will act as a one way system</li> <li>• Stop at the <b>"STOP"</b> sign to sanitize hands</li> <li>• Sign the Facility Log-in Screening form <ul style="list-style-type: none"> <li>○ Anyone who answers "no" to any of the questions is not permitted to enter the facility. They are encouraged to go home to self-isolate and take the self-assessment tool on the Alberta Health Services website to see if they need to be tested.</li> <li>○ The log will remain filed in the General Manager's office and be available to Alberta Health Services should an outbreak occur in our facility and they request to see who was in the facility on any given day. After 30 days the document will be shredded. A copy can be made available to the renter for their purposes.</li> </ul> </li> <li>• Respect and follow signage posted for instructions, barriers, social distancing of 2 metres apart if not in the same cohort (family). 3 meters for any high intensity activity.</li> <li>• Respect the physical distancing while in Jack Setters Arena</li> <li>• Masks are to be worn while entering &amp; exiting the facility and within common areas. Refrain from wearing them during intense physical activity</li> </ul> <p><b>**See arena procedure for further information</b></p>

**Personal Protective Equipment (PPE)**

To aid in the reduction of COVID-19 transmission, there will be the following PPE in place until further notice

ITEM	MOCA SUPPLIED	FACILITY USER SUPPLIED
Cleaners & Disinfectants	YES	N/A
Disposable Rags	YES	N/A
Gloves	YES	Donations to MOCA welcome
Garbage, recycle, organic bags	YES	N/A
Hand Sanitizer	YES	Donations to MOCA welcome
Masks	NO	YES- City of Calgary Bylaw

## Noncompliance

MOCA hopes to continue the trusting relationship it has established between all the facility users. Should there be noncompliance with any of the policies set forth in this document, the following may occur:

- A reminder will be given to the facility user that not following MOCA and public health orders is against the law and puts people at risk.
- Should the facility user continue to not comply with MOCA and public health orders, the user will be asked to leave the premises.
- Should the situation turn into an urgent matter, law enforcement may be called in.
- In the event the private function has not completed the cleaning procedures in both the agreement and renter specific procedure, the user will be levied an administration and/or cleaning fee.
- In the event the private function is not following procedures set forth in this document such as hand sanitizing, signing the facility screening log, capacity and physical distancing, MOCA will then ensure a staff is on site, and have the renter liable to pay for the staff.

MOCA does not want to be a facility responsible as a place for an outbreak or for not abiding by public health order. We appreciate your cooperation to ensure everyone and the facility is kept safe from any harm.

## Resources

RESOURCE	CONTACT
MOCA/ Jack Setter Arena Office	Rentals <a href="mailto:rentals@millicanogdencommunity.com">rentals@millicanogdencommunity.com</a> General Manager <a href="mailto:generalmanager@millicanogdencommunity.com">generalmanager@millicanogdencommunity.com</a>
Government of Alberta (Alberta Health)	COVID-19 Info for Albertans <a href="https://www.alberta.ca/coronavirus-info-for-albertans.aspx">https://www.alberta.ca/coronavirus-info-for-albertans.aspx</a>
Alberta Health Services	Self Assessment Tool <a href="https://myhealth.alberta.ca/journey/covid-19/Pages/COVID-Self-Assessment.aspx">https://myhealth.alberta.ca/journey/covid-19/Pages/COVID-Self-Assessment.aspx</a>
Government of Canada	Coronavirus disease (COVID-19)
Information Privacy FOIP-PIPA	Help Desk 780 427-5848 Toll free 310-0000 before the phone number (in Alberta) Email <a href="mailto:sa.accessandprivacy@gov.ab.ca">sa.accessandprivacy@gov.ab.ca</a>
Health Information Act (HIA)	Help Desk 780-427-8089 Toll free 310-0000 before the phone number (in Alberta) Email <a href="mailto:hiahelpdesk@gov.ab.ca">hiahelpdesk@gov.ab.ca</a>
Office of the Information and Privacy Commissioner	Privacy in a Pandemic <a href="https://www.oipc.ab.ca/resources/privacy-in-a-pandemic-advisory.aspx">https://www.oipc.ab.ca/resources/privacy-in-a-pandemic-advisory.aspx</a>



## Appendix B – MOCA Cleaning & Disinfecting Log

MOCA CLEANING & DISINFECTING LOG				
<b>Cleaning Definition</b>	Refers to the removal of visible dirt, grime, and impurities. Cleaning does not kill germs		<p><b>Rental Cleaning Procedure</b>  <b>ITEMS TO CLEAN &amp; DISINFECT</b>  <i>In addition to the regular cleaning checklist after your rental, please complete the following:</i></p> <p><u>Two step process:</u> 1<sup>st</sup> clean, 2<sup>nd</sup> disinfect (wipe surfaces thoroughly to clean visible soiled material then wipe again with a clean cloth saturated with disinfectant to disinfect)</p>	<ul style="list-style-type: none"> <li>Wash and disinfect anything that was touched by anyone who was in during your rental:               <ul style="list-style-type: none"> <li>Light switches</li> <li>Door handles</li> <li>Chairs</li> <li>Tables</li> <li>Door frames</li> <li>Washroom faucets, toilets, and doors</li> <li>Any of your own equipment</li> <li>Bins</li> <li>Mops, brooms, buckets</li> <li>Any surfaces used in the kitchen</li> </ul> </li> <li>Sign off on the “Cleaning &amp; Disinfecting” sheet located in each room on the wall</li> </ul>
<b>Disinfecting Definition</b>	Refers to using chemical to kill germs on surfaces			
<b>Hazards</b>	<ul style="list-style-type: none"> <li>Exposure to deadly virus</li> <li>Transmitting the virus to others</li> <li>Stress</li> <li>Fatigue</li> <li>Harassment</li> </ul>			
<b>PPE</b>	<ul style="list-style-type: none"> <li>Mask, if required</li> <li>Hand soap/ hand sanitizer</li> <li>Gloves</li> <li>Physical Distancing</li> </ul>			
<b>Required Tools</b>	<ul style="list-style-type: none"> <li>Cleaners</li> <li>Disinfectants</li> <li>Hand sanitizer</li> </ul>			
DATE	TIME	WHO (if Renter, record rental name)	CLEANED (initial)	DISINFECTED (initial)