Servus Credit Union Place

Rapid Response Plan

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This Plan will be used in conjunction with the **COSA Rapid Response Plan,** and is not intended to replace established first aid or medical emergency procedures.

OVERVIEW

The City of St. Albert is committed to keeping its employees and the community safe. The following plan outlines the process for managing COVID-19 risks and incidents within Servus Credit Union Place.

OBJECTIVE

Develop a Rapid Response Plan for Servus Credit Union Place to communicate the City's process for mitigating risk and responding to COVID-19 incidents for employees and members of the public within City facilities.

PROCEDURE - PATRON IS EXHIBITING COVID-19 SYMPTOMS.

May occur through general communication with individuals or through first aid response.

1) **Individual exhibits onset of COVID-19 Signs and Symptoms**:

- Cough
- shortness of breath/difficulty breathing
- runny nose
- sore throat
- fever

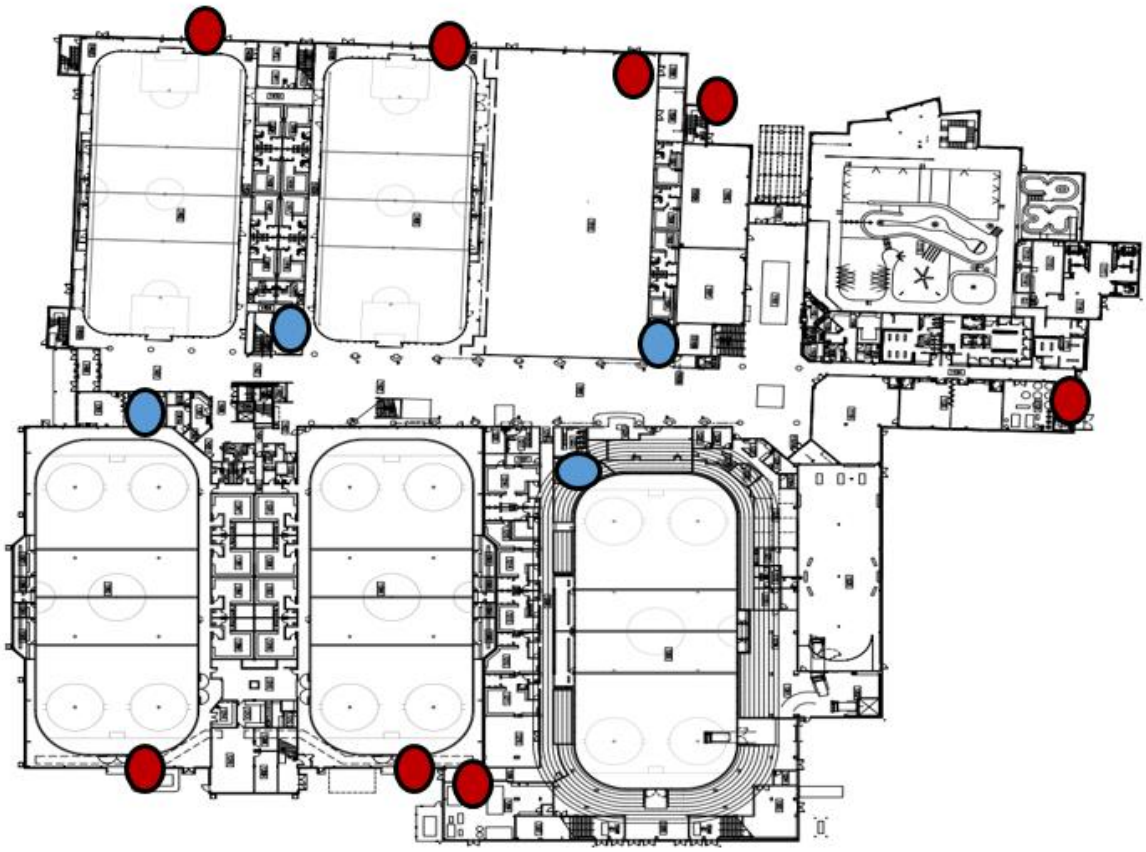
2) Quarantine Individual

- Staff must ensure they are wearing their mask, face shield and gloves.
- Maintaining physical distancing
- Advise the individual that they appear to have similar symptoms to COVID19 and need to be isolated from other patrons.
- Provide individual a disposable mask and gloves.
- Locate individual to the nearest outside exit, taking shortest route that avoids main entrances, and other high traffic areas- weather permitting.
    a. Gymnasium- court 3 exits
    b. GO Auto Arena- East exits lower and upper floors.
    c. Fitness Centre – emergency exit stairwells
    d. Troy Murray, Mark Messier Arenas – East Exit Doors
    e. Landrex Water Play Centre – North Stairwell exit stairs (block other patron access)

If weather is inclement:

- Escort the individual to the nearest unoccupied exit area, or unoccupied room, ideally near an exit. Ensure no others enter room, or area and sign and seal once individual has departed.
    a. South End (Arenas/FHs)-Tournament Room, Reliance room
    b. Gymnasium- Accessibility Change room, or court 3 exit
    c. East exit area
    d. Fitness Centre – Community Room or emergency exit stairwells

SEE MAP BELOW



Upon relocation/isolation of individual

- Obtain person's name and contact information, what time they arrived at facility, and a list of what areas of the facility they have frequented. (See Appendix for Information Sheet)
- Advise individual to go directly home if they have own transport and quarantine, call 811 for direction.
- If individual unable to transport independently, ask if a cohort is available, assist with contacting as required, stay near individual until cohort arrives, advise to go straight home and call 811.
- If cohort member is available, then transportation can be provided by this individual, do not use Taxi or other ride share services. Provide PPE to Cohort if required.

3) Notify Manager from Emergency Contact List

EMERGENCY CALL LIST (IN ORDER)

Title	Phone Number
Manager, Servus Place - *This position will connect the remainder of this list*	~~780-901-7989~~ 780-278-1190 (Temporary)
Senior Manager, Recreation Facilities	780-862-0441
Director, Recreation and Parks	780-497-0960
Manager, Recreation Infrastructure	780-908-0907
Manager, Health and Safety	780-497-9732
Manager, Business and Marketing	780-905-7642

The Director, Recreation and Parks will connect with relevant member of Executive Leadership members and Health and Safety Staff.

QUARANTINE ROOM CLEAN

Contact Safety@stalbert.ca regarding request for NocoSpray Decontamination. Until this process has been completed, the area/room is to be closed off, the door locked, and a sign posted indicating that this room/ area cannot be accessed.

Refer to **HR-HS-SOP-013** regarding procedures for safe use of Personal Protective Equipment (PPE) required for entry in or near areas with confirmed or suspected infectious diseases or other infectious materials.

PROCEDURE COVID-19 CASE IS CONFIRMED AT SERVUS CREDIT UNION PLACE

Confirmed COVID-19 Outbreak Definition: Any two staff/clients that are a laboratory confirmed case of COVID-19 AND their most likely source of acquiring infection is their work site(s) and/or work camp(s).

- The City of St. Albert receives notification of a confirmed case, either of an employee or a resident who visited a facility.
- Lease partners if they are notified by AHS of a contamination that they need to notify the city, call the emergency contact list above immediately.
- Health & Safety team is notified, an incident is started in Intelex and an investigation is conducted.
- The investigation process will determine the root cause of the incident and determine appropriate action items to be implemented, if applicable. Facilities will only be closed if required by a Safe Operating Procedure, City of St. Albert Health and Safety, or provincial order.
- Communications are provided to audiences as follows.

Employees:

- Targeted Communications - Potentially impacted employees contacted directly through Human Resources & Safety or Alberta Health Services (AHS) to inform them of potential exposure to COVID-19 and directed to follow AHS guidelines.
- General Communications - An email would be sent from the Chief Administrative Officer to the organization stating that an employee or resident has been in our facilities and tested positive for COVID-19. This communication would note the actions taken or being taken in order to address the situation.

Public (Includes Leaseholders):

- Notification that an employee or resident has been in our facilities and tested positive for COVID-19. Provide date, time and location of possible exposure.
- This notification could come through one or more of the following channels:
    - News Release
    - Social Media (Facebook or Twitter)
    - Website
    - Newsletter (user-specific)

HEALTH AND SAFETY RESOURCES

All staff, prior to returning, should read and sign the Declaration of Understanding for the following documentation:

- Position Specific Hazard Assessment
- Servus Place (Area Specific) COVID-19 Hazard Assessment
- All Safe Operating Procedures
- All Emergency Procedures
- Workplace Decontamination Process
- Employee COVID-19 Guide: Embracing the New Normal
- Employee Health & Safety COVID-19 Orientation Video

Staff are encouraged to review the documents below within their first two weeks of returning to their roles in the facility:

- Non-Medical Masks
- General Illness Prevention
- Self-Isolation
- Workstation Cleaning
- Handling Garbage Bags Safely
- Scent Free Workplace
- Respectful Workplace
- COVID-19 AHS Cleaning Public Facilities

MENTAL HEALTH SUPPORTS

For the Public

Everyone has been affected by COVID-19 in different ways. Some have lost jobs, struggle with mental health, addiction, or simply feel overwhelmed with all the changes to our daily lives. The City is committed to the health and well-being of our residents and continues to work with the Province and all our Community agencies to provide support and resources. Residents can find additional information and resources on the Help in Tough Times page on our website.

Additionally, the City has compiled resources related to overall wellness on the Strategies to Staying Healthy page of our website.

For Employees

The City has provided a host of wellness resources, including our Employee and Family Assistance Program, as part of our Employee Well-Being Resources. These resources are regularly communicated to employees. Contact: Human Resources & Safety leads the health and safety program within the City of St. Albert. Please reach out to the following contacts if you have any questions related to this Rapid Response Plan.

Manager, Health and Safety – Denise Isbister
Human Resources & Safety Director – Ryan Stovall
General safety inquiries – mailto:safety@stalbert.ca