

# COVID-19 SAFETY PLAN

## NANAIMO KENNEL CLUB

The Nanaimo Kennel Club (NKC) is incorporated as BC Society #S0006124. We are an all-breed and mixed-breed dog training club. We are licensed by the Canadian Kennel Club (CKC) and are a member of the Association of Island Obedience Clubs (AIOC). Our club is a 100% volunteer organization.

We offer a variety of dog training and trial options to our members and the public. This document refers to training only.

We train in the Beban Park Centennial Building, a 7500 ft<sup>2</sup> (697 m<sup>2</sup>) building owned by the City of Nanaimo Parks Department and located at 2300 Bowen Rd., V9T 3K7, in Nanaimo.

### 1. RISK ASSESSMENT OF TRAINING FACILITY

We have reviewed our procedures and identified areas of risk: namely, person to person transmission and surface transmission.

We have identified where people typically gather:

- in the parking area,
- inside the entry doors, and in washrooms

We have identified tasks and processes where people are close to each other:

- moving and setting up class and individual sport equipment, and
- instructors dealing one-on-one with students and their dogs

We have identified equipment that people sometimes share:

- chairs
- tables
- jumps and other equipment

We have identified surfaces that people touch often:

- door handles
- tables
- chairs
- rally signs and cones
- washroom - cubicle doors (hall doors to washrooms are left open), toilets, and washroom faucets

### 2. IMPLEMENTATION OF PROTOCOLS TO REDUCE RISK

We have reviewed relevant protocols on WorksafeBC.com, from the Provincial Health Officer and the BCCDC, the Government of Canada, the Canadian Kennel Club, and the safety plans of similar dog training groups. (See Appendix A, page 4)

## **2.1 First level protection: Elimination**

We have limited the number of people who will be in attendance by reducing the size of classes. Our classes will have a maximum of 6-9 students and 2 staff members (22 people total in the two simultaneous classes).

We will have one time slot for Monday's conformation classes, allowing for set-up, take down and post clean up:

5:45 - 7:15 pm

We have 2 time slots for Tuesday and Thursday, allowing for set-up, take down, and post clean up:

5:45 - 6:45 pm

7:15 - 8:15 pm

- In addition to our usual 15 min set up and tear down between classes, this schedule allows a minimum of 15 minutes for cleaning before the next class and instructors enter the building and at the end of the evening.
- There will be a maximum of 2 classes running during any time slot (Front and Back), plus designated club members to monitor doors and wipe down surfaces, with an absolute maximum of 30 people in the Centennial Building at any one time.
- There will be no coffee, tea or snacks available. Students and Staff may bring their own for personal consumption and must maintain physical distance while eating and drinking.

## **2.2 Second Level Protection: Barriers**

Barriers are not required at this time.

## **2.3 Third level protection: Administrative Controls**

- We will maintain a register of all students and Club members in attendance each day.
- No one may be registered for more than one class per day on any evening.
- All Club members and students will have been given current copies of our COVID Safety Plan. Copies will also be posted and available in the facility.

### Entrance and Exit Doors

- Entrance and exit to the building and the training areas will be controlled by Club members.
- There will be designated entrance and exit doors:

Front Building classes (as shown below): Entrance for front building classes will be through the left front (South) door and Exit will be through the right front (South) door. Entrance for back building classes will be through the East side door adjacent to the washrooms and Exit will be through the West side door. Doors will be marked for Entrance and Exit.

The conformation classes on Monday evenings will enter through the left front (South) door and exit through the East side door. See Appendix B.

and



**Front  
Back  
Building  
Classes**

**Left Front Door**

**Right Front Door**

### People

- Only students taking a class, a designated second handler for a dog if needed, and members of the Training Committee and Executive will be allowed in the building.
- Students will remain outside the building until the previous classes have exited the building and they are invited in by the trainer or their assistant.
- Students are to arrive on time for their class and depart immediately after, not to socialize in groups between classes. Any follow-up questions should be handled by the instructor outside the building after the class, in order to avoid groups of people congregating while the next class is preparing for their students.

### **Interior Spaces (See Appendices B and C, pages 7 and 8)**

- For the Monday classes, two rings will be established as shown on Appendix B.
- For Tuesday and Thursday classes, two training areas will be established at the front and back of the building as shown on Appendix C.
- Students and trainers will have plenty of room to work while still maintaining a minimum physical distance of two metres (6.5ft) from each other.
- The access bay to the washrooms and East entrance door must remain uncluttered and people will not be allowed to loiter in this area – maintaining social distancing.

- On Tuesday and Thursday, the back building classes will accommodate the front building class access to the washrooms by maintaining reasonable travel space along the east wall of the hall to the east alcove.
- Nanaimo City Parks and Recreation has closed all but two toilet stalls in each washroom. Students and instructors should maintain an occupancy limit of 1 in these areas.

#### **2.4 Fourth Level Protection: PPE**

- We will require all people over the age of 12 years to wear masks or face shields while inside the building.
- Limited quantities of disposable gloves and masks will be available.
- Masks may be temporarily removed while drinking or eating, but a physical distance of two metres is required between people.

#### **2.5 Cleaning Protocols**

We have established protocols for cleaning surfaces and equipment.

- Before each class, all touch points will be sprayed with sanitizer. This includes door handles, table-tops, chairs (one at each end), and washroom touch points.
- Hand sanitizer will be available for all students and staff members. The instructor for the first class of the evening will be responsible for setting up sanitation stations at all four doors before commencement of the classes. The instructor for the last class of the evening shall be responsible for putting the sanitation stations away in storage.
- Hands must be washed or sanitized before handling club equipment. Disposable gloves may also be worn but must also be sanitized before contacting equipment.
- Students are not permitted to move or handle equipment unless directed to by a training staff member, and the above rule is also followed.

### **3. DEVELOP POLICIES**

- No person will be allowed to attend classes as a student or staff member if they are exhibiting any symptoms of COVID-19, or have been told to self-isolate, or have been in contact with anyone exhibiting symptoms in the previous two weeks.
- Any person who starts to feel ill during class will be asked to leave. The names of those in close contact with the person will be recorded in the attendance. Any surfaces touched by the person will be sanitized.
- All people will maintain a physical distance of at least two metres (6.5 ft) from each other, except for emergencies, or staff members handling student's dogs.
- Training staff may only handle student's dogs in the case of restraining for a recall, or in an emergency. **Hands should be sanitized after doing so.**
- Visitors such as extra family members or friends are not permitted to observe classes, except for a spouse/parent who may also be handling the dog in some classes.

### **4. DEVELOP COMMUNICATION PLANS AND TRAINING**

- We will share our Safety Plan with all club members, students including instructors and assistants.
- The Club's Executive and Training Committee will be thoroughly familiar with the Plan and be prepared to answer any questions arising.
- The Plan will be posted in the building and on our Website ([www.nanaimokennelclub.ca](http://www.nanaimokennelclub.ca)).

#### **5. MONITOR FACILITY and PROCEDURES**

- We will review our facility and training procedures weekly and update our Safety Plan as needed.

#### **6. ASSESS AND ADDRESS RISK FROM RESUMING OPERATIONS**

- We have completed our assessment and find that there are no additional risks from resuming operations.

## APPENDIX A

### **Documents reviewed in preparation of the NKC Safety Plan:**

a) WorkSafeBC: <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation>

b) Orders, Notices and Guidance of the Provincial Health Officer:

<https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-order-gatherings-events.pdf>

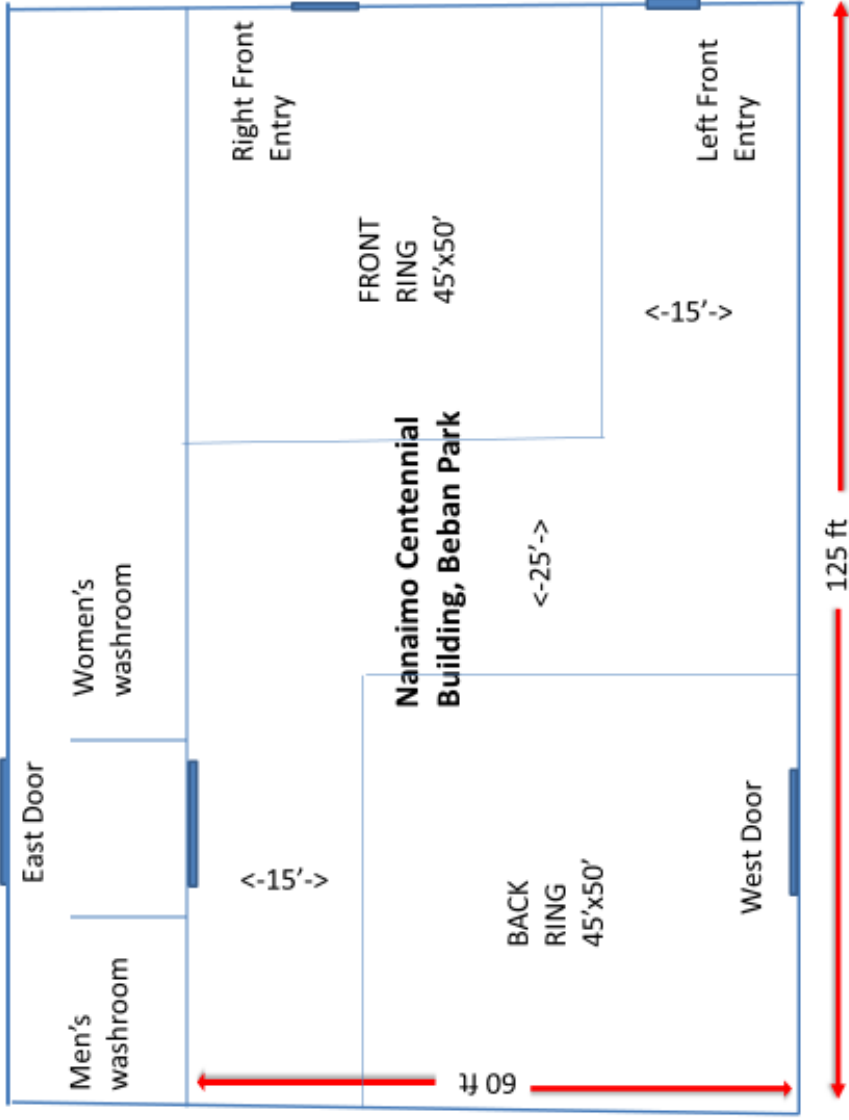
ORDER OF THE PROVINCIAL HEALTH OFFICER GATHERINGS AND EVENTS (Pursuant to Sections 30, 31, 32 and 39 (3) Public Health Act, S.B.C. 2008)

c) Government of Canada: Risk mitigation tool for gatherings and events operating during the COVID-19 pandemic. <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/health-professionals/mass-gatherings-risk-assesment.html>

d) Canadian Kennel Club: New Guidelines: Obedience and Rally Obedience Rules & Regulations during COVID-19. <https://www.ckc.ca/en/News/2020/July/New-Guidelines-Obedience-and-Rally-Obedience-Rule>

e) Greater Victoria Dog Obedience Training Club: COVID -19 Safety Plan, GVDOTC 2020

**APPENDIX B**  
**CENTENNIAL BUILDING INTERIOR AND CLASS AREA LAYOUT**  
**For Monday Evening Classes**



**APPENDIX C**

**CENTENNIAL BUILDING INTERIOR AND CLASS AREA LAYOUT**

**For Tuesday and Thursday Evening Classes**



