

BRECHIN LANES & ESCAPISM ESCAPE ROOMS PANDEMIC OPERATIONAL PLAN

Pandemic Operational Plan – Brechin Lanes & Escapism Escape Rooms (heretofore referred to as Brechin Lanes)

Date: May 14, 2020
Business address: 1870 East Wellington Rd, Nanaimo, BC

At Brechin Lanes the health of our employees and customers are important to us. We have created this document to clarify the actions that Brechin Lanes will take in order to ensure the wellbeing of everyone in our place of business and community. This document can be kept at Brechin Lanes and will be updated as needed by Ray Brittain and the management team. Should you have any questions, recommendations, or concerns, please contact Ray Brittain at 250-753-2341 or brechinlanes@gmail.com.

COVID-19 SIGNAGE IN PUBLIC AREAS			
Brechin Lanes will affix signage on proper hand hygiene, respiratory hygiene, and physical distancing throughout the facility as applicable. At a minimum, signage will be placed at any common entrance and location where people tend to congregate. Should you have any questions, recommendations or concerns, please contact Ray Brittain at 250-753-2341 or brechinlanes@gmail.com .			
The required signage has been affixed in the appropriate locations:	Yes	No	N/A
<u>Public Health Authority Sign</u> (throughout the facility)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Distancing Signage – Bowl Canada (throughout the facility)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Occupancy Limit Sign (main entrance)			
<u>Customer Screening & Symptoms Sign</u> (main entrance)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Employee Screening Sign</u> (entrance to staff area)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Employee Symptoms Sign</u> (Staff area)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>How to Wear a Face Mask</u> (Staff area)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Hand Washing and Sanitizer Sign</u> (washrooms, handwashing stations, entry/exit)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Cleaning and Disinfecting Public Spaces</u> (common staff spaces)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Debit/Credit Terminal Sign</u> (all point-of-sale terminals & customer points of entry)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

A list of important emergency resources (attached)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Audio messages every hour – reminder for physical distancing & to reinforce safety procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PHYSICAL DISTANCING MEASURES

Brechin Lanes will ensure the physical distancing of 2 meters (6 feet) at all times for both our clients and employees inside our business as well as any lines entering our place of business. Should you have any questions, recommendations, or concerns, please contact Ray Brittain 250-753-2341 or brechinlanes@gmail.com.

The following physical distancing measures are in place at this location:

- Customers and employees must not be permitted to congregate in groups;
- Customers and employees will avoid common greetings, such as handshakes;
- Employees will monitor adherence to physical distancing requirements on premises;
- The number of employees on-site will be restricted;
- Customers may partake in their activity while maintaining physical distancing requirements;
- The workplace has been altered to ensure physical distancing requirements (i.e. arrange furniture position to allow 2-meter rule, provide visual cues on floor for distancing and for directional movement of clients);
- Situations where interactions between employees and customers is common will offer mutual protection (clear sneeze guards installed at customer service counters);
- Maximum group size of 6 people
- Only every other lane will be used
- Entrance/exit to be continually monitored to ensure no crowding at main service counter
- Reducing group sizes in escape rooms (Shafted max. 4 people; Sorcerer's Study Max 6 people)
- Maximum 50 bowling customers onsite at any given time, 10 escape room customers
- Maximum of one employee in kitchen

CLEANING AND DISINFECTING PROCEDURES

Brechin Lanes has developed cleaning protocols to ensure that all common areas are cleaned and disinfected every hour, or more often as required (i.e. after each group). Health and Safety is a responsibility that belongs to everyone in the workplace. Should you have any questions, recommendations, or concerns, please contact Ray Brittain at 250-753-2341 or brechinlanes@gmail.com.

The following cleaning and disinfection procedures are in place at this location:

- Brechin Lanes will ensure that all the necessary supplies such as hot/cold potable running water, Antibacterial foaming hand soap; or minimum 60% alcohol based hand sanitizer and/or hand sanitizer approved by Health Canada; toilet paper, cleaning and disinfecting supplies and personal protective equipment (PPE) for staff (non-medical masks and disposable gloves) are available as appropriate.
- Brechin Lanes will ensure that employees are trained on how to clean and disinfect surfaces and how to use PPE correctly.
- Employees will follow manufacturer's instruction for safe use of cleaners and disinfectants. Products that both clean and disinfect may require the use of disposable gloves, these should be disposed of appropriately after cleaning.
- Items such as countertops, chairs (including below the front of the seat), rented and shared items, phones, cashier equipment, light switches, public washrooms, doorknobs, handrails, cabinet handles, faucet handles, tables, vending machines, and furniture will be disinfected more frequently throughout the day.
- Bowling balls, rental shoes and playing areas (including score tables, other tables, and seating) will be fully sanitized after each group. Items will not be touched for 10 minutes to allow the disinfectant to work properly.
- When staff must handle debit cards, credit cards, or gift cards, staff must wipe the card clean with a disinfectant solution both before and after the transaction.
- The debit/credit terminal/keypad must be disinfected after each use.
- All high-touch surfaces in escape rooms (puzzles, handles, buttons, switches, etc.) will be thoroughly cleaned after each group.
- We will leave 1 hour between escape room bookings to allow enough cleaning/disinfecting time and to allow the disinfectants sufficient time to work.

The following cleaning and disinfecting supplies are available at this location:

- Mr. Clean (DIN 02335557) – diluted 1:15 (cleaner: water) 4 tbsp per litre, found under sink at snack bar counter & in Janitorial room)
- Lysol Cleaning solution (DIN 02245935) – diluted 1:15 (cleaner: water) 4 tbsp. per litre, found under sink at snack bar counter & in Janitorial room)
- Lysol spray disinfectant (DIN 02448971) – Ready to use, found at main customer service counter & in Janitorial Room

- Bleach – dilution ratio 1:100 (bleach: water) 2 tsp. per litre – found in kitchen, snack bar, janitorial room, main counter
- Soapopular hand sanitizer (DIN 02270420) – found in various locations throughout building
- Zep Foam San hand sanitizer (DIN 02248971) – found in various locations throughout building
- Kegel Micro Striker (MSDS found at <https://www.kegel.net/micro-striker>) – found behind main service counter and in Janitorial Room
- Certainty Plus Disinfecting Wipes
- Eco Med 70% Alcohol Gel hand sanitizer

EMPLOYEE WELLNESS AND HYGIENE

Brechin Lanes will ensure that all employees are informed of the best practices to encourage proper hygiene etiquette. Additionally, the necessary products and equipment will be available to you in the workplace to follow these best practices. Health and safety are a responsibility that belongs to everyone in the workplace and we encourage you to review WorkSafe BC resources like COVID-19 Industry Information (attached).

The following employee wellness and hygiene procedures are in place at this location:

While at work to help stop the spread of germs:

- Masks and disposable gloves must always be worn by staff members while on shift;
- All employees must have temperature checked when reporting for work, and must be sent home and instructed to contact a health professional if temperature is above 38 degrees Celsius on two consecutive tests within 10 minutes of each other;
- Avoid touching your eyes, nose, or mouth;
- Sneeze into your elbow, not into your hands;
- Employees must wash hands at least every 30 minutes while on shift;
- When coming into work and leaving work, please wash/sanitize your hands for 20 seconds
- Respect the 2-meter physical distancing measures with all customers and staff;
- Handshakes, hugs, and direct contact are not permitted;
- Avoid contact with people who are sick;
- We encourage you to remind your colleagues and clients of the wellness and hygiene measures put into place.

Should you feel unwell (i.e. coughing, sneezing, fever, shortness of breath, runny nose, etc.), think you have come into contact with someone with COVID-19, or if someone from your household has returned from travelling abroad:

- please use the [Screening Questionnaire](#) for COVID-19.
- please notify Ray Brittain at 250-753-2341 or brechinlanes@gmail.com if you feel unwell.
- do not present yourself at work with COVID-19 symptoms.
- self-isolate for 14 consecutive days

The following employee hygiene procedures guide/posters are in place at this location:

- Employee Screening Sign, Public Health Authority Sign

The following employee hygiene equipment and products are available at this location:

- Disposable masks
- Disposable gloves
- Hand sanitizer
- Sneeze guards
- One reusable mask for each employee

SCREENING OF EMPLOYEES BEFORE EVERY SHIFT

Brechin Lanes will pre-screen all employees when reporting for work. This pre-screening will be contactless and will consist of a temperature check with an infrared forehead thermometer. Employees will be asked to declare whether they have been displaying any COVID-19 Symptoms (attached) and/or whether they have been in contact with anybody who has displayed such symptoms or whether they have been in contact with anybody who has been outside Canada within the past 14 days.

The provincial health officer of BC and the BC CDC have issued that anyone with symptoms of COVID-19 including fever, chills, cough, shortness of breath, sore throat and painful swallowing, must self-isolate at home for a minimum of 10 days. This order will be reflected in Brechin Lanes' policies. Should you feel ill at any point while at work, you must notify your supervisor immediately.

- Pre-screening employees before the beginning of each shift by using the [Screening Questionnaire](#) for COVID-19
- All employees must have temperature checked when reporting for work, and must be sent home and instructed to contact a health professional if temperature is above 38 degrees Celsius on two consecutive tests within 10 minutes of each other;
- We will advise those who are either symptomatic and/or have been advised by Public Health to self-isolate, to remain home and not enter the premises
- We will contact the local public health authority should there be a confirmed or suspected case
- We will ensure that all personal information will be kept private
- We will provide PPE for employees, including, but not limited to: Disposable masks, disposable gloves, hand sanitizer, sneeze guards

Covid-19 Resource List

- [Public Health Agency of Canada – Coronavirus disease \(COVID-19\): Outbreak update](#)
 - <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html>
- Province of British Columbia COVID-19 Information
 - <https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support>



Small business and COVID-19 safety

WorkSafeBC recognizes the unique challenges faced by small businesses in maintaining healthy and safe workplaces while balancing the needs of customers and staff. We are working with small business workers, employers, and industry associations to ensure these worksites remain healthy and safe during the COVID-19 outbreak.

We are providing information to workers and employers through worksite inspections focusing on the controls that the employer can use to limit exposure, including maintaining distance between workers and ensuring adequate hygiene facilities. We are continuing to engage in inspection, consultation, and education activities within the small business sector to ensure everyone in the workplace are fulfilling their obligations.

Understanding COVID-19

To prevent workplace exposure to COVID-19, you must first understand the virus and how it spreads. For information about COVID-19, visit the [British Columbia Centre for Disease Control \(BCCDC\)](#) website for guidance on topics such as:

Symptoms: The symptoms of COVID-19 are similar to other respiratory illnesses including the flu and common cold. They include fever, coughing, sneezing, sore throat, and difficulty breathing. [Learn more.](#)

How it spreads: Coronavirus is transmitted via larger liquid droplets when a person coughs or sneezes. The virus can enter through these droplets through the eyes, nose or throat if you are in close contact. [Learn more.](#)

What to do if you feel sick: If you have COVID-19, or think you might have it, you can follow steps to minimize its spread. [Learn more.](#)

Controlling the risk of COVID-19 exposure

Employers must take all necessary precautions to minimize the risk of COVID-19 transmission and illness to themselves, workers, and others at the workplace. Small businesses may consider some of the following advice or best practices at their worksite to reduce the risk of worker exposure to COVID-19.

Who should come into the workplace

- Implement a policy requiring anyone with symptoms of COVID-19 such as sore throat, fever, sneezing, or coughing to self-isolate at home for 10 days from onset of symptoms, as well as anyone advised by public health to self-isolate.
- Prioritize the work that needs to occur at the workplace to help your business operate.

Working from home

Employers may want to consider whether any of their workers can work remotely (i.e., work at home). Should this be practicable, be aware that many health and safety [roles, rights, and responsibilities](#) are just as applicable for at-home workers as they are for more traditional workplaces. Learn more about [health and safety responsibilities when working from home](#).

Physical distancing and other preventative measures

- If practicable, reconfigure the workplace to maintain appropriate distance between workers and customers.
- Eliminate in-person team meetings or modify them to incorporate technology such as conference calling and online meetings.
- Limit essential work travel and eliminate all non-essential work travel.
- Modify work processes and practices to encourage physical distancing, such as instructing workers to not greet one another or customers by shaking hands.

Cleaning and hygiene

- Ensure workers are provided with appropriate supplies, such as soap and water, hand sanitizer, disinfectant wipes, nitrile gloves and garbage bags, and sufficient washing facilities.

- Remind staff of effective personal hygiene practices. Add signage about best practices for personal hygiene for customers who may interact with your workers.
- Remove shared items where cross-contamination is possible (e.g., shared coffee and water stations and snack bins).
- Enhance cleaning and disinfecting practices in high contact areas like door and cabinet handles, keyboards, and light switches.
- Incorporate end-of-shift wipe downs for all shared spaces.

Documentation and training

- Train your staff on changes you have made to work policies, practices, and procedures due to the COVID-19 pandemic and keep records of that training.
- Ensure that workers can raise safety concerns. This may be through a worker representative in workplaces of 9 to 20 employees, or through a joint health and safety committee for workplaces of more than 20 employees. Employers with fewer than 9 employees must also have a way for workers to raise health and safety concerns at the workplace.

Employment status, work sharing and temporary work

Regardless of whether your employees are full-time, part-time, temporary or participating in the [Work-Sharing \(WS\)](#) program, the [Workers Compensation Act](#) and [Occupational Health and Safety Regulation](#) still apply to your workplace. As an employer, it is your responsibility to ensure a healthy and safe workplace, including reducing your workers' risk of contracting and spreading the COVID-19 illness.

- Before hiring temporary workers, you should ensure they are not exhibiting signs of sickness and that they are not in violation of any mandatory self-isolation order either because they are waiting for COVID-19 related test results or because of travel activities. If you are hiring temporary foreign workers, review the Government of Canada's [Guidance for Employers of Temporary Foreign Workers Regarding COVID-19](#).
- In addition to your regular new employee orientation, employers need to ensure adequate training is provided with regards to COVID-19 exposure risks and the prevention policies that you have in place.
- Consider what kind of work records you need to maintain, particularly if your temporary employees are also working elsewhere. You may want to record the details of their other employment to help you assess any possible impact on their work and any steps you may need to take to mitigate potential risk.

Protecting mental health

COVID-19 has impacted businesses, livelihoods, and lifestyles in very challenging ways, particularly small businesses, and workers may be affected by the anxiety, stress, and

uncertainty created by the outbreak. It is important to remember that mental health is just as important as physical health, and employers should take measures to support mental well-being and health. See resources that can assist with [maintaining mental health](#) in the workplace during this time.

Resolving concerns about unsafe work

Workers have the right to refuse work if they believe it presents an undue hazard.

An undue hazard is an “unwarranted, inappropriate, excessive, or disproportionate” hazard. For COVID-19, an “undue hazard” would be one where a worker’s job role places them at increased risk of exposure and adequate controls are not in place to protect them from that exposure.

If the matter is not resolved, the worker and the supervisor or employer must [contact WorkSafeBC](#). Once that occurs, a prevention officer will consult with workplace parties to determine whether there is an undue hazard and issue orders if necessary.

For more information, see Occupational Health and Safety [Guideline G3.12](#).

For more information

Note: The information on this page is based on current recommendations and may change. Content from health and safety associations and other parties is also subject to change and WorkSafeBC has not reviewed this material for the purpose of ensuring it is aligned with our guidance. For the latest guidance, visit the [British Columbia Centre for Disease Control](#) for health information and see the latest news from the [government of British Columbia](#).

[Small Business BC](#) has information and resources available for small businesses, including applications for Canada Emergency Response Benefits (CERB) and a Small Business BC Supports document developed by the Province of British Columbia.

Small Business BC also operates the new [B.C. Business COVID-19 Support Service](#), which will serve as a single point of contact for businesses throughout the province looking for information on resources available during the COVID-19 pandemic.

The Government of BC has developed a [Business Continuity Planning Checklist](#) to help small businesses prepare staff and operations for potential business disruptions during the COVID-19 outbreak.

The [Canada Centre of Occupational Health and Safety \(CCOHS\)](#) has developed a number of resources that can be used by small businesses, including fact sheets and

workplace posters outlining effective hygiene practices to help reduce the risk of exposure.

If you have a question or concern

Workers and employers with questions or concerns about workplace exposure to COVID-19 can call WorkSafeBC's Prevention Information Line at 604.276.3100 in the Lower Mainland (toll-free within B.C. at 1.888.621.SAFE). You'll be able to speak to a prevention officer to get answers to your questions, and if required, a prevention officer will be assigned to assess the health and safety risk at your workplace.