



OTTAWA NEW EDINBURGH COVID-19 SANITATION PROCEDURE

1. Relevant Guidelines

- 1.1. This Procedure is based on relevant municipal, provincial, and federal guidelines for sanitation to mitigate the risk of transmission of COVID-19 in public/common spaces.
- 1.2. Guidance provided on specific sanitation procedures required by governing bodies of ONEC's sports (Tennis, Rowing, and Sailing) is contained in the sports-specific policies.
- 1.3. The ONEC Board of Directors will closely monitor COVID-19 related guidance and legal requirements from all levels of government and governing sport bodies, and make adjustments to this Procedure and the sports-specific policies as necessary.

2. Roles and Responsibilities

- 2.1. The Club Manager will be responsible for purchasing sanitation products for ONEC.
- 2.2. Employees will be responsible for carrying out this Procedure.

3. Sanitation Products

- 3.1 ONEC will seek to use combination products that clean and disinfect at once (*e.g.* premixed store-bought disinfectant cleaning solutions and/or wipes when available) to sanitize common areas and hard surfaces.
- 3.2. If such a combined product is unavailable, then cleaning can be done first using soap and hot water (60-90°C), followed separately by disinfecting.
- 3.3. With respect to disinfectants, ONEC will seek to use only Health Canada-approved hard-surface disinfectants that have a Drug Identification Number (DIN).
- 3.4. If such disinfectant is unavailable, then disinfecting can be done using diluted bleach, mixed according to the instructions on the label, or in a ratio of:
 - 250 mL (1 cup) of water per 5 mL (1 teaspoon) bleach; or

- 1 litre of water (4 cups) per 20 mL (4 teaspoons) bleach.

4. Hygiene Products

- 4.1. ONEC will seek to use only Health Canada-approved hand sanitizers at its sanitizing stations on the premises.

5. Sanitation Procedure

- 5.1. Sanitation will be done in accordance with the cleaning and/or disinfectant product's manufacturer's instructions for safe use (*e.g.* wear gloves, use in well-ventilated area, allow enough contact time for disinfectant to kill germs based on the product being used).
- 5.2. Employees will wash their hands with soap and water or use alcohol-based hand sanitizer after removing gloves.
- 5.3. Damp cleaning methods should be used, such as damp clean cloths, and/or a wet mop. Dry cleaning methods, such as dusting or sweeping, which can distribute virus droplets into the air, should not be used.
- 5.4. Contaminated disposable cleaning items (*e.g.* mop heads, cloths) should be placed in a lined garbage bin before disposing of them with regular waste.
- 5.5. Reusable cleaning items (*e.g.* rags, buckets, mops) can be washed using regular laundry soap and hot water (60-90°C).

6. Requirements

- 6.1 High-touch hard surfaces at ONEC include the following:

- Employee high-touch hard surfaces: include Tennis Pavilion/trailer inside and outside door handles, desk areas, counters, phones, screens, keyboards handheld financial transaction machines, padlocks, security pads, light switches, water fountain, maintenance equipment, Tennis Pavilion restrooms.
- Member/Day Camp high-touch hard surfaces: Tennis Pavilion/trailer inside and outside door handles, counters, padlocks, security pads, light switches, water fountain, entrance gates to the Tennis Pavilion/shoreline operations zones, Tennis Pavilion restrooms.

- 6.2. Upon arrival for their shift, incoming employees must clean all employee high-touch hard surfaces.

- 6.3. During their shift, employees must clean all employee and member/day camp high-touch surfaces on an hourly basis.

- 6.4. Prior to departing from their shift, outgoing employees must clean all employee high-touch hard surfaces.

6.5. All sanitation activities must be recorded on the COVID-19 Sanitation Record (see Annex A) that will be provided to employees in separate binders at the Tennis Pavilion and at the shoreline operations zone.

7. Shared Equipment

7.1 Shared equipment that is used by members, employees, volunteers, or day campers for each sport will be sanitized in accordance with the procedures set out in the sports-specific policies.

8. Sanitation of Premises in the Event of a COVID-19 Incident

8.1. If ONEC is notified that an individual who has tested positive for COVID-19 has attended the ONEC premises, the following sanitation supplemental sanitation procedure will be undertaken:

- For any affected indoor spaces, doors and windows will be immediately opened to increase air circulation; and
- After 24 hours, the areas and any hard surfaces used by the individual who has tested positive for COVID-19 will be thoroughly sanitized.

Reviewed and Approved by
The ONEC Board of Directors
May 22, 2020

Annex A:

COVID-19 SANITATION RECORD

Date: _____

Location: Tennis Pavilion Shoreline Operations Zone

Employee Hard-Touch Surfaces ¹ Cleaned	Member/Day Camp Hard Touch Surfaces ² Cleaned	Time		Sanitized By
		8:00am		
		9:00am		
		10:00am		
		11:00am		
		Noon		
		1:00pm		
		2:00pm		
		3:00pm		
		4:00pm		
		5:00pm		
		6:00pm		
		7:00pm		
		8:00pm		
		9:00pm		
		10:00pm		

¹ Including: Tennis Pavilion/trailer inside and outside door handles, desk areas, counters, phones, screens, keyboards handheld financial transaction machines, padlocks, security pads, light switches, water fountain, maintenance equipment, Tennis Pavilion restrooms.

² Including: Tennis Pavilion/trailer inside and outside door handles, counters, padlocks, security pads, light switches, water fountain, entrance gates to the Tennis Pavilion/shoreline operations zones, Tennis Pavilion restrooms.