



GENERAL OUTDOOR RECREATION CHECKLIST

SAFE RETURN TO BUSINESS



WINDSOR-ESSEX REGIONAL
Chamber of Commerce

For more detailed recommendations and links to additional helpful resources, please review the **“Safe Return to Business: A Public Health Toolkit for the Windsor-Essex Business Community”** document from the Windsor-Essex County Health Unit. *This checklist is meant to be a guide for businesses and should not take place of any legal advice or rules put in place by any governing body or legislation.*

This checklist provides general guidance for outdoor recreational spaces or businesses with outdoor recreational areas.

Stay updated on the latest federal actions, current provincial restrictions, and local orders by visiting WECHU’s **Restrictions & Guidance webpage** and visit WECHU’s **Workplace Specific Webpage** to find other Safe Return to Business Checklists, including recreational sports, providing specific guidance to minimize the spread of COVID-19.

***This document is subject to change and is current as of September 22, 2020*

COMMUNICATION TO COMMUNITY MEMBERS

- Inform community members about your re-opening timeline and changes to how the outdoor recreation facility will operate. Use as many methods of communication as possible, such as subscribed email lists, direct customer phone calls for urgent matters, social media, and your website.
- Encourage customers and staff to download the **COVID-19 Alert App** so that they may receive notifications if they were in close contact with someone who was tested positive for COVID-19.
- Post signage at entrances and throughout the facility that clearly communicate procedures for physical distancing. This include posters and floor markings such as instructional tape/stickers that direct the flow of people or customers waiting for services and any outdoor waiting areas. Examples of signage can be found in Appendix B in the **Toolkit** or the **Resources & Signage** section of the WECHU website.
- Displaying **“Stand Here”** and **“Do Not Enter...If You Are Sick”** signage can serve as important components of a broader communication strategy to minimize the risk of COVID-19 spread between employees, staff, and customers. The two signs noted above (i.e., floor sticker and window cling) are available in English in limited supply by completing the **“Business Reopening Signage Order Form.”**

- Ensure community members and staff are aware of common **COVID-19 symptoms** and instruct them to complete a daily **COVID-19 self-assessment** before attending the facility or space.
- Communicate that community members and staff must stay home if they are sick.
- Provide training to employees on effective **hand hygiene practices** and if required, the **proper way to put on and remove PPE** such as masks, face shields, gowns, and gloves.

POLICIES AND PROCEDURES

- Create policies and procedures that outline roles and responsibilities of the employer and the employee, including **cleaning and disinfection of commonly touched surfaces**, how workers can report signs of illnesses, how to handle potentially high levels of employee absenteeism, staff return to work after COVID-19 illness, and how work will be scheduled.
- Create a response plan to handle an employee or community member who becomes ill while at work or in your business.
- Decide which staff will be returning to work and what job function they will be assigned to. Consider staggered staff return dates and times to minimize large groups arriving at once.

HEALTH AND SAFETY CONSIDERATIONS

- Order an adequate supply of approved disinfecting solution or wipes, and an alcohol-based hand rub (hand sanitizer) with a minimum of 60% alcohol content, liquid hand soap, and paper towels. These should be easily accessible to employees and community members.
- Print and display posters describing proper methods of hand washing and hand sanitizing.
- If a building associated with the outdoor recreation facility has been shut down for an extended period of time, it is important to perform a general building inspection that includes:
 - Security system checks.
 - First aid supply checks.
 - Ensuring all tools and equipment are in good working order.
 - Discarding any expired or spoiled inventory.
 - Checking for evidence of pest/rodent infestation such as droppings.
 - Checking the HVAC system to ensure it is in good working order and replace filters if necessary.
 - Flushing all drinking water taps for at least 5 minutes.
 - Performing a deep cleaning and disinfection throughout the business.
- Complete any needed modifications in areas where there will be staff and/or customers, to assist with physical distancing and proper cleaning and disinfection. For example:

- Install Plexiglas barriers at check-outs and/or between workers who must work in close proximity to each other.
- Ensure that shared/communal furniture is made of hard surfaces that can be easily cleaned and disinfected, and that the furniture is spaced appropriately.
- Providing additional lined garbage bins for safe disposal of used PPE, tissues, and paper towels.
- Disinfection of common spaces before/after use such as sports equipment, (e.g., balls, nets, bat racks, helmet racks) maintenance equipment (e.g., golf carts, tractors), door handles, fence/gate latches and any other spaces that come into frequent touch throughout game play.
- Cleaning, sanitizing, or disinfecting shared equipment between each use.
- Consider parking lot traffic and user flow controls. Place physical distancing markers leading into the facility.
- Choose your information sources wisely. Check the [WECHU website](#) regularly for updates and helpful resources and bookmark official municipal, provincial and federal government websites.
- If required, order [supplies](#) including disposable masks for customers and disposable or reusable masks for staff. Medical masks should not be used as these are being conserved for health care workers. Print and display posters describing [proper usage](#).

OTHER REQUIREMENTS AND RECOMMENDATIONS

- Any washrooms, locker rooms, change rooms, showers or similar amenities made available to the public must be cleaned and disinfected frequently.
- Limit drinking directly from the water fountain and instead encourage the filling of water bottles only. Ensure that the water fountain is cleaned after each use.
- Activities in public spaces should not include the sharing of common equipment, unless the individuals are from the same household. Clean and disinfect equipment before and after use.
- Physical distancing must be maintained, except if playing a team sport or as needed for personal training. Assigned spaces are strongly recommended for organized fitness classes (e.g., by marking circles on the floor to designate where each person should exercise).
- The total number of people permitted in classes or organized activities at any one time is limited to the number of people that can maintain physical distancing of at least two metres, and cannot exceed the indoor gathering limit of 50 people or the outdoor limit of 100. Gathering limits do not apply in all other areas (e.g., pools, tennis courts and rinks).
- Post signage discouraging spitting of any kind (e.g., saliva, water, sunflower seeds, tobacco, etc.).
- Consider adding time between rentals to allow for proper cleaning and disinfecting of the rental area or equipment.

OUTDOOR RECREATIONAL BUSINESSES

- Seasonal businesses or facilities for outdoor recreation may reopen with appropriate public health measures in place to reduce the spread of COVID-19.
- Equipment rented, loaned or used for outdoor adventure elements (e.g., ladders, zip lines, hand cables) must be disinfected appropriately between uses. Activities where equipment cannot be sanitized are not permitted.
- Make hand washing stations and/or hand sanitizer available for patrons.
- Any booking and payment should be done via online or telephone means, where possible. Space out booking times between individuals/groups.
- If portable restrooms are used, they must include hand sanitizer or hand washing stations with liquid or foaming soap, and paper towels. Foot activated water dispensers are preferred to minimize frequent touching of taps.

OUTDOOR RECREATIONAL FACILITIES

- Prior to opening, inspect all equipment to verify its safety, and post signage to remind community members to:
 - Practice good hand hygiene and cough & sneeze etiquette
 - Wash hands before and after using outdoor playground
 - Find another park or return at a later time if the playground is busy
 - Stay home if you or your child is sick
 - Avoid group gatherings and adopt strategies to encourage physical distancing of two metres as much as possible
- Move benches to ensure they are at least two metres/six feet apart, where possible. Remove picnic tables from playground areas to avoid people congregating.
- Ensure garbage bins have removable linings, and are changed frequently to prevent overflow.

RESOURCES

Windsor-Essex County Health Unit (WECHU)

[Guidelines for Re-Opening of Recreational Water Facilities and Beaches in Windsor and Essex County](#)

Ontario Recreations Facilities Association

[Recreation Facility COVID-19 Re-Entering and Re-Opening: Guiding Principles and Best Practices](#)

Public Services Health & Safety Association

[COVID-19: Precautions When Working As A Parks & Recreation Worker](#)

Public Services Health & Safety Association

Health and Safety Guidance During COVID-19 For Parks & Recreation Employers