**Interim Royal New Brunswick Rifle Association COVID-19 Operational Plan**

 **and**

**Interim Royal New Brunswick Rifle Association COVID-19 Return to Play Guidelines**

**Company Name**: Royal New Brunswick Rifle Association

**Plan Owner**: Deborah A. Craig, President

**Plan Implementation Date**: May 12, 2020

**Plan Revision Date**: May 25, 2020

Plan has been reviewed to assess any new risks or changes to regulatory guidelines (suggest monthly reviews):

\_ May 15, 2020 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Name Date Name Date

\_\_\_ May 25, 2020\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

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Name Date Name Date

**Message from the Royal New Brunswick Rifle Association:**

Reference: A. Province of New Brunswick Renewed and Revised Mandatory Order COVID-19, dated 2020/05/08 <https://www2.gnb.ca/content/dam/gnb/Corporate/pdf/EmergencyUrgence19.pdf>

B. COVID-19 Operational Plan Guide: Keeping New Brunswickers Safely Together, dated May 2020 <https://www2.gnb.ca/content/dam/gnb/Departments/eco-bce/Promo/covid-19/covid-op-plan-guide.pdf>

C. WorkSafe NB, Embracing the New Normal as we Safely Return to Work, Version 1, dated May 8, 2020 <https://www.worksafenb.ca/media/61016/embracing-the-new-normal.pdf>

In accordance with direction from the Province of New Brunswick, at Reference A, the attached Interim Royal New Brunswick Rifle Association COVID-19 Operational Plan and Interim Royal New Brunswick Rifle Association COVID-19 Return to Play Guidelines were prepared. These documents are based on the Province of New Brunswick Recovery Framework, COVID-19 Pandemic Plan and Guidance Document of General Health Measures during COVID-19 Recovery.

RNBRA sanctioned gun clubs should develop their own individual facility Operational Plan and Return to Play Guidelines using the detailed information provided in References B and C. The RNBRA COVID-19 Operational Plan and Interim RNBRA COVID-19 Return to Play Guidelines will abide with these individual facility plans.

Compliance with these guidelines will ensure that RNBRA sanctioned gun club facilities are managed safely as they slowly reopen for recreational and competitive shooting. **RNBRA sanctioned gun clubs that cannot adapt to all of the minimum requirements outlined in the RNBRA Operational Plan and/or the Return to Play Guidelines should not open.**

**Note 1**: RNBRA sanctioned gun clubs may be subject to visits by a Public Health Inspector, WorkSafe NB or Department of Public Safety staff member who may ask to review the RNBRA and Club Operational Plans and the Return to Play Guidelines when conducting an unannounced visit/“spot check” or a pre-scheduled visit.

**Note 2**: RNBRA sanctioned gun clubs should maintain a record of costs incurred to be compliant with the Provincial COVID-19 guidelines, such as the cost of PPE and sanitation devices and/or supplies.

**Interim**

**Royal New Brunswick Rifle Association COVID-19 Operational Plan**

References: A. Province of New Brunswick Provincial Recovery Framework, COVID-19 Pandemic Plan; Sport and Recreation Branch, Tourism, Heritage and Culture, email dated May 5, 2020

B. Province of New Brunswick Guidance Document of General Health Measures during COVID-19 Recovery; Sport and Recreation Branch, Tourism, Heritage and Culture, email dated May 5, 2020

C. COVID-19 Operational Plan Guide: Keeping New Brunswickers Safely Together, dated May 2020 <https://www2.gnb.ca/content/dam/gnb/Departments/eco-bce/Promo/covid-19/covid-op-plan-guide.pdf>

D. WorkSafe NB, Embracing the New Normal as we Safely Return to Work, Version 1, dated May 8, 2020 <https://www.worksafenb.ca/media/61016/embracing-the-new-normal.pdf>

**Introduction**

The following guidance has been prepared based on the Recovery Framework and Guidance Document of General Health Measures during COVID-19 Recovery, issued by the Province of New Brunswick, References A and B. It is critical that RNBRA sanctioned gun clubs follow these public health measures to reduce the risk impact of further waves of COVID-19 to their members and the general public. Also, as the Province progresses towards a ‘new normal” and gradually lifts restrictions, gun clubs must be vigilant and employ “best practices” to protect their range staff, members and non-members.

During the COVID-19 recovery phase, it is important to understand that this is notbusiness as usual, and that the directives and advice outlined in References A to D will remain in place until the risk is effectively controlled (which may include availability of specific COVID-19 treatments or vaccine). It is critical that everyone adhere to these guidelines to keep our shooting communities safe. For updated information on COVID-19 and guidance on each phase of the provincial recovery documents, visit the Government of New Brunswick website at **www.gnb.ca/coronavirus**

**Content**

**Section 1** outlines general public health measures for the public during the recovery phase. This information applies to everyone.

**Section 2** presents guidance for clubs and is the InterimRoyal New Brunswick Rifle Association Return to Play Guidelines. The public health measures outlined in this section must be implemented in order to ensure that range facilities are managed safely as they slowly reopen for recreational and competitive shooting. It provides additional detail that guides support for phased reopening of range facilities. Please refer to this section if you have specific questions about public health measures related to phased reopening or go to **www.gnb.ca/coronavirus** for the latest information.

**Section 3** presents public health measures specific to phased reopening of recreational facilities.

**Section 1: General Public Health Measures for the Community**

All RNBRA sanctioned gun clubs will be expected to observe the minimum public health measures that are in place to keep their range staff, members and non-members healthy during the recovery phase. This involves important measures that have become “the norm” during the pandemic:

* physical distancing,
* frequent handwashing,
* cleaning surfaces properly,
* respiratory etiquette,
* and as an additional practice, Public Health strongly recommendsthe wearing of non-medical masks, also referred to as *community face masks,* whenat a range facility and unable to maintain physical distancing.

RNBRA sanctioned gun clubs may requiremembers to wear a community mask before entering their building/premises; Public Health supports this measure. The Province will be working towards shifting culture and this will become the new norm.

Remember, if any range staff, member or non-member has symptoms of COVID-19 (i.e., fever, dry cough, headache, runny nose, sore throat) or have been told to self-isolate by Public Health, they need to remain home.

**“Staying at home and adhering to all public health measures not only protect the person practicing them, they will protect the most vulnerable community members, those who are older and/or have underlying health conditions (chronic disease or immunocompromised). These individuals have a higher risk of complications from COVID-19 and should consider taking additional precautions whenever possible.”**

**Physical Distancing**

RNBRA sanctioned gun clubs should have a plan in place for adapting to physical distancing requirements. To accommodate physical distancing, people mustmaintain a minimum distance of 2 meters, or 6 feet, between themselves and others at all times. Members must not congregate in groups. Adjustments and accommodations may be necessitated to ensure that physical distancing requirements continue to be met.

**Personal Hygiene Etiquette**

Good handwashing practices are important to prevent disease transmission, especially during this current COVID-19 pandemic recovery phase. Everyone needs to ensure they are practicing proper hand hygiene. Proper handwashing requires the regular and thorough washing of hands with soap and water or minimum 60% alcohol-based hand sanitizer.

Information on handwashing can be found on the New Brunswick Coronavirus webpage **www.gnb.ca/coronavirus** (Click on **Prevention/Washing Your Hands.** Also see handwashing poster on the right).

**Cleaning and Disinfection Procedures**

RNBRA sanctioned gun clubs are expected to regularly clean and disinfect frequently touched objects and surfaces. Regular household cleaners, disinfectant wipes or a diluted bleach solution can be used according to the label directions. Information on cleaning and disinfection can be found on the Government of New Brunswick website at **www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/CDCOVIDE.pdf**

**Respiratory Etiquette and Masks**

RNBRA sanctioned gun club range staff, members and non-members should practice good respiratory hygiene. When they cough or sneeze, they should do so into a tissue; dispose of the tissue in a designated waste container and wash their hands afterwards. They may also cough into their sleeve or elbow.

**Community Face Mask**

To reduce the overall risk of transmission, the wearing of a face covering, also referred to as a community face mask, is strongly recommended at range facilities when it is not feasible to ensure physical distancing measures. This will not apply to individuals who cannot do so due to health issues or children under 2 years old.

Community masks are not medical devices and consequently are not regulated like medical masks and respirators. Physical distancing, frequent handwashing and not touching ones face are proven measures that will reduce transmission of COVID-19. These measures must be consistently and rigorously applied in all settings, including on the firing point or in the butts.

The use of community face masks (i.e., face coverings/homemade cloth masks) by asymptomatic people in the community may reduce the touching of the nose or mouth with contaminated hands, although one needs to take care to not touch the face as the mask is adjusted or when pulled on and off.

Wearing a face mask can be a way of covering ones mouth and nose to prevent respiratory droplets from contaminating others or landing on surfaces. Wearing a face mask is consistent with the recommendation to not cough into ones hands but instead to cover the cough with tissues or cough into a sleeve.

The effectiveness of using community masks, in the community to prevent infection, has not been demonstrated. The use of a community masks must be in combination with proven effective hygiene and physical distancing measures.

RNBRA sanctioned gun clubs may requirerange staff, members and non-members to wear a community mask before entering their building/premises; Public Health supports this measure. The Province will be working towards shifting culture and this will become the new norm.

**Section 2:**

**Interim**

**Royal New Brunswick Rifle Association COVID-19 Return to Play Guidelines**

In addition to the general measures outlined in the above Interim RNBRA COVID-19 Operational Plan, public health measures detailed in Section 2: the InterimRNBRA Return to Play Guidelines, must be also be implemented. These additional guidelines will ensure that range facilities are managed safely as they slowly reopen for recreational and competitive shooting. **RNBRA sanctioned gun clubs that cannot adapt to all of the minimum requirements outlined below should not open.**

**COVID-19 Operational Plan**

The Province of New Brunswick has directed that all businesses and organizations must have a COVID-19 Operational Plan outlining how daily operations will be managed to meet the additional measures detailed in the Provincial documents at References A to D, (i.e., physical distancing, cleaning and disinfecting, hand and respiratory hygiene, pre-screening for symptoms). The plan must explain procedures on how RNBRA sanctioned gun clubs will adapt to these requirements and outline how they will manage the safe opening and operation of their range facility. To this end, the RNBRA COVID-19 Operations Plan was developed as clubs will likely experience operational changes; ‘business as usual’ will not occur at this stage of COVID-19.

The Operational Plan follows the recommendations and requirements of Public Health and RNBRA sanctioned gun clubs may be asked to share it, upon the request of proper authorities.A Public Health Inspector, WorkSafe NB or Department of Public Safety staff member may ask to review this plan when conducting an unannounced visit/“spot check” or a pre-scheduled visit.

Annex A of the Operational Plan will help guide range operators to helpful links and resources (i.e., handwashing posters that may be printed and displayed).

**COVID-19 Awareness**

Signage must be posted as to proper hand hygiene, respiratory hygiene, and physical distancing throughout the facility and outdoor settings as applicable. How this is applied will vary depending on the range facility, but signage is required. Signage should be placed, as a minimum, at any common entrance and where people tend to congregate. Further information can be found on the New Brunswick Coronavirus webpage **www.gnb.ca/coronavirus** (Click on **Awareness Resources**/**More Resources**). Public health posters may also be found here: Public Health Advice

**Pre-Screening Tool**

RNBRA sanctioned gun clubs should advise range staff, members and non-members, who are either symptomatic and/or have been advised by Public Health to self-isolate, that they should remain home and not enter the range facility. Range staff, members and non-members should be actively pre-screened before any range activity (see Appendix B for the Pre-Screening Tool).

Also, posting information on COVID-19 symptoms (fever, cough, headache, sore throat, runny nose) will help to enable and reinforce passive screening of range staff, members and non-members (see Appendix A for the Pre-screening Checklist for Businesses).

**Physical Distancing**

Physical distancing will be enforced at RNBRA sanctioned gun clubs; in, or around hard standing facilities, on the firing point and in the butts, with a minimum distance of 2 meters, or 6 feet, between range staff, members, non-members and others at all times. These individuals must not be permitted to congregate in groups. Alterations may have to be made: to the set up in hard-standing range buildings, how the activity would normally occur or how range staff, members and non-members would normally participate in the shooting activity. Where possible, a designated member of the range staff should monitor adherence to physical distancing requirements on the premises. Situations where interfacing between range staff, members and non-members is common might deserve special considerations.

**Cleaning and Disinfection Procedures**

A plan for cleaning and disinfection must be in place with clear accountabilities assigned to range staff, ie, a clip board with a check chart.

The range staff are to ensure that all common areas are cleaned and disinfected twice daily, or more often as required (i.e., if soiled). As an example, items such as countertops, chairs (including below the front of the seat), rental/shared equipment, light switches, public washrooms, door knobs and furniture will need to be disinfected more frequently throughout the day.

* Regular household cleaners, disinfectant wipes or a diluted bleach solution can be used according to the label directions. Information on cleaning and disinfection can be found on the **Government of New Brunswick** website.
* Disposable gloves will be worn when cleaning surfaces. Make sure that other range staff, members and non-members are removed from the area during clean-up.

**Facilitating Personal Hygiene Etiquette**

Enhanced handwashing practices are important to prevent disease transmission, especially during this current COVID-19 pandemic Recovery Phase. RNBRA sanctioned gun clubs will need to ensure that they are enabling thorough and frequent hand hygiene for range staff, members and non-members by signposting and making sure basic supplies are provided (see ‘Supplies’ section below). Further information can be found on the New Brunswick Coronavirus webpage **www.gnb.ca/coronavirus** (Click on **Prevention/Washing Your Hands**. Also see handwashing poster on the right).

**Operational Components Where Applicable**

**Handling of money**

If money must be handled, always ensure regular handwashing and have a minimum 60% alcohol-based hand sanitizer readily available. The face should not be touched after handling money. Ensure that hand hygiene supplies are available for range staff, members and non-members at the point of the transaction.

**Supplies**

Range staff must ensure they have all the necessary supplies for handwashing such as: hot/cold potable running water, liquid soap or minimum 60% alcohol-based hand sanitizer, paper towel, and garbage bins; toilet paper, cleaning and disinfecting supplies and personal protection equipment (non-medical masks and disposable gloves) as appropriate.

It is important that a staff member be delegated the responsibility of monitoring supplies to ensure stock is maintained during operating hours.

**Washrooms**

Where public washrooms are available, they must be equipped with hot and cold running water under pressure, liquid soap, paper towel, toilet paper, and garbage containers. Handwash signs must be posted.

**Handwashing Stations**

Handwashing stations should enable handwashing by providing clean water, soap, paper towel, and a disposals bin. In the absence of this, minimum 60% alcohol-based hand sanitizer should be made available. Handwash signs must be posted.

**Food**

If the range facility has a food service capability, this will not be permitted to open at this time. Common areas should not accommodate range staff, members or non-members to group together, even for eating meals/snacks/drinks. Physical distancing must be maintained at all times.

**Rustic Shelters and Outhouses/Privies**

In rustic range huts, covers should be put on rough benches and tables that are considered a porous material so surfaces can be wiped/disinfected. Using outhouses/privies is not recommended.

**Section 3: Public Health Measures Applicable to Phased Reopening**

This section provides additional details pertaining to each of the items listed above. In addition to the following, RNBRA sanctioned gun clubs are to adhere to any applicable measures outlined in Sections 1 and 2.

**Outdoor Recreation**

* Outdoor recreational spaces should provide access to hand washing stations or hand sanitizers that are vandalism-proof, as appropriate.

* Trash containers for discarding trash, tissues and personal protective equipment (i.e., masks and gloves), which may otherwise become a public health hazard, should be available.
* All surfaces should be sanitized twice per day.
* Trails that do not permit physical distancing of 2 meters should be one-directional, where possible.
* (Physical distancing on the firing point or in the butts will be maintained.) Activities that require contact, including certain sports (football, basketball, hockey, soccer, volley ball, etc.) are not permitted.
* If public washrooms for outdoor recreation facilities cannot be monitored and cleaned regularly, they will need to remain closed.

**Appendix A: Pre-Screening Checklist for Businesses**

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|  | **Yes** | **No** | **Comment** |
| **Operators should review the following documents:** |  |  |  |
| 1. COVID-19 Daily Self-Assessment Questionnaire (See Appendix B)  |  |  |  |
| 2. Self-Monitor Poster  |  |  |  |
| **The following communication materials, supplies, and recommendations are available:** |  |  |  |
| • Hand Washing Poster  |  |  |  |
| • Hand Sanitizer Poster  |  |  |  |
| • Protect Yourself and Others from Getting Sick Poster  |  |  |  |
| • Non-Medical Masks or Face Coverings  |  |  |  |
| • Disposable Gloves  |  |  |  |
| • Hygiene Supplies – soap, water, hand sanitizer, towels, toilet paper  |  |  |  |
| • Physical Distancing Poster - 2 meter rule  |  |  |  |
| • Facilitate physical distancing  |  |  |  |
| • Arrange furniture position to allow for 2 meter rule  |  |  |  |
| • Provide visual cues (i.e., ensure 2 meter markings on floor, directional movement for patrons, etc.)  |  |  |  |
| • Physical barriers such as partitions or plexiglass |  |  |  |
| **The following cleaning and disinfecting communication and supplies are available at the self-isolation unit:** |  |  |  |
| 1. Cleaning and Disinfecting Procedures  |  |  |  |
| 2. Cleaning and Disinfection Info Sheet |  |  |  |
| 3. Cleaning supplies – cleaners, disinfectants, cloths |  |  |  |
| 4. House Cleaning and Disinfecting Log  |  |  |  |

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| **Appendix B: Screening Questionnaire for COVID-19** **PLEASE DO NOT ENTER THE FACILITY WITHOUT ANSWERING THE FOLLOWING QUESTIONS** 1. Do you have any of following symptoms: fever/feverish, cough, sore throat, headache or runny nose?

If you answered **YES**, and have only **one** symptom, then stay home and do not return until you are fully recovered. If you answered **YES**, and have **two or more** of the symptoms, then self-isolate at home, and call 811. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 1. If you answer **YES** to any of the following below, then you must stay home and self-isolate for 14 days. If you develop symptoms, please refer to the self-assessment link on the Government of New Brunswick webpage.
2. Have you had close contact within the last 14 days with a confirmed case of COVID-19?

 1. Have you had close contact within the last 14 days with a person being tested for COVID-19?
2. You have been diagnosed with COVID-19 or are waiting to hear the results of a lab test for COVID-19.
3. Have you returned from travel outside of New Brunswick within the last 14 days?
4. You have been told by public health that you may have been exposed to COVID-19.
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