



Recreation Facilities

COVID-19 Operational Plan Stage 3

Last Update: September 10, 2020

TABLE OF CONTENTS

PHASE 3 – REOPENING	3
PHASE 3 – FACILITY PROTOCOLS	3
ICE HOCKEY	4
FIGURE SKATING/PRIVATE RENTAL RECREATIONAL SKATING	5
COMMUNITY USE ROOMS/RENTAL SPACES	5
BOOKING PROCESS	6
CLOSURE OF PROGRAMS/ITEMS/EQUIPMENT	6
SANITATION PRACTICES	6
ILLNESSES OR SYMPTOMS WITH BOTH STAFF AND PATRONS/PARTICIPANTS	7
COMMUNICATION PROTOCOLS	8
FACILITY CONTACTS	8
SCREENING QUESTIONNAIRE	9

PHASE 3 – REOPENING

The Town of Erin is committed to the health and safety of its employees and the community. We are continuing to closely monitor the evolving COVID-19 situation and making necessary decisions to reduce the spread of the virus and protect the public.

The Recreation Facilities will move forward with a soft re-opening in Stage 3 which will allow for activities to return to the facility. This document will outline our protocols and guidelines for patrons and staff to adhere to.

For more information on the actions the Town of Erin is taking to ensure the health and safety of staff and residents from COVID-19, visit: <https://www.erin.ca/newsroom/news-releases/covid-19>
For additional information on COVID-19, and how to protect yourself, please visit www.wdgpUBLICHEALTH.ca.

Rules for Arenas in Stage 3
<https://www.ontario.ca/laws/regulation/r20364>

PHASE 3 – FACILITY PROTOCOLS

The entrance doors will be clearly marked and entrance is allowed for the upcoming group's time to get ready (15 minutes prior to rental).

- Parents and players/skaters can line up outside the lobby entrance doors keeping the 6 ft. /2 m distancing. Follow signage and markings.
- Town staff will be at the entrance desk providing each patron screening questions upon entry and a tracking sheet will be completed (name & contact information). This is for Health unit tracking in the event of an outbreak.
- Patrons will be asked to use the hand sanitizer provided before entry.
- Face masks are mandatory and must be worn inside our facilities as per the Public Health section 22 order. Disposable or cloth is accepted. Public and users are expected to have their own masks.
- There will be a divider for IN and OUT at the entrance vestibule. Please follow the directions and signage.
- One adult/parent will be allowed into the facility with player/skater. If 2 youth participants from same family, still only one parent allowed. Physical distancing will be enforced throughout building with floor markings and signage.
- Parents are not permitted in the area where skaters put their skates on unless player/skater requires assistance to tie skates.

- Player/skater is directed to rink area while parent will be directed to viewing area in the stands with decals marking rows keeping 6 ft./2 m distancing from other spectators. Lobby will be reserved for traffic flow, spectating is not prohibited at this time.
- The lobby area will be restricted to transitional traffic only. The front entrance will be clearly marked as to which door to enter and which door is an exit, restricting any cross traffic pattern where at all possible.
- The number of people (occupancy) permitted into the Facility will be limited and monitored to ensure that physical distancing can be maintained. This number will change in each stage, currently we will be in stage 3 for September with a 50 maximum. The number in the facility will be 45 (20 skaters on the ice and 20 parents in viewing area per rink for minor groups). This will allow a buffer of 5 people (trainers, coaches, executive staff, etc.).
- Arena start and finish times may be staggered to ensure minimum patron traffic, as well as longer gaps (30 minute minimum) between sessions to allow time for proper disinfecting processes to be followed. LED screen will have posted daily schedule E.g. Rental at 5pm to 5:50pm. Coaches and players can arrive at 4:45pm. Rental ends at 5:50pm group has until 6:05 to vacate building, next group enters building at 6:15pm. Staff clean and resurfaces ice, rental goes on the ice at 6:30pm.
- Each group will be expected to leave within 15 minutes after their program time has ended. On their way out, they will be asked to wash their hands or use hand sanitizer provided.
- Timing and frequency for floods will be set and kept on a strict schedule to maintain separation between the individual user groups and facility staff.
- No spitting, snorting or releasing of any body fluids in the facility, on the ice surface or players benches. This will result in immediate ejection or removal.
- No food & beverage is to be brought into the facility. Personal (filled at home) water bottles for participation in activity will be exempt. Facility touchless water filling stations will be available however water fountains will be closed.
- Individuals, groups and organizations that don't adhere to the facility rules outlined in this document or posted in the facility can be penalized with a 2-week suspension from using the Town of Erin Facilities.

ICE HOCKEY

Ice slots will be used for shooting, passing, skating drills and 3-on-3 or 4-on-4. Physical distancing measures will be executed using cones and other forms of markings on the ice. There should be no activities that allow for line-ups where physical distancing is not possible.

Number of participants on ice will be limited to 25 including coaches. This number may increase in each stage with a maximum number being communicated to permit holders. This would include player/coach ratio to maintain physical distancing.

Players benches may be used while keeping 6 ft./2 m distancing from other players or coaches. Coaches on the bench not physically participating in on ice drills will be expected to wear a mask.

The Town strongly encourages the use of a penalty shot in lieu of a penalty being served during game play however if using the penalty box a maximum of 2 players per penalty box can be served at one time.

No body contact will be permitted on or off the ice (i.e. includes hand shaking, body contact etc.)

All warm-ups and off-ice training is prohibited within the facility.

FIGURE SKATING/PRIVATE RENTAL RECREATIONAL SKATING

Ice slots will be used for instruction and practice for only. Singles/Pairs/Dance/Synchronized/CanSkate: Maximum number of participants on ice will be limited to 25 including coaches. This number may increase in each stage with a maximum number being communicated to permit holders. This would include player/coach ratio to maintain physical distancing.

Coaches should always ensure participants are keeping the 6 ft. /2 m distancing during the rental. There should be no activities that allow for line-ups where physical distancing is not possible.

Coaches:

- Recommended to wear a non-medical face mask while coaching
- Any winter gloves that are worn should be washed daily

Skaters:

- Not required to wear a non-medical face mask while skating
- Any winter gloves that are worn should be washed daily

All warm-ups and off-ice training is prohibited within the facility.

Private rental recreational skating is limited to maximum number of 25 participants on the ice surface at one time. Permit holder should always ensure participants are keeping the 6 ft. /2 m distancing during the rental.

COMMUNITY USE ROOMS/RENTAL SPACES

Each room and space has a defined number of people (occupancy) permitted during a rental. The space and Facility will be limited and monitored to ensure that physical distancing can be maintained. This number will change in each stage, currently we will be in Stage 3 for September and the maximum capacities will be provided at time of booking. Ongoing permit holders will also be notified if the maximum number is changed.

Each permit holder is responsible for doing their own contact tracing for each booking at the facility. The permit holder should always ensure participants are keeping the 6 ft. /2 m distancing during the rental.

For room and space rentals where physical activity is being performed masks can be removed during the activity. Masks are mandatory in all facility rooms and spaces during all other rentals.

BOOKING PROCESS

As the Town of Erin moves forward with a soft reopening in September we may not be operating as many ice surfaces/rentable room spaces as a normal during Phase 3. Therefore, the normal booking process will be different. Due to operating limited rentable spaces and time slots, we may not be able to meet the needs of all groups, however, we will work with all groups to find what is feasible with less ice times.

Any ongoing groups using the facility must submit a Return to Play Protocol document or operational action plan prior to booking any ice, room or space in the facility. Individually permitted ice, room or space rental users must abide by the facility operational plan and guidelines.

All permit holders regardless of type of function with or without coverage for general liability insurance including communicable diseases, will sign the permit acknowledging and understanding the conditions and risks in which they and their participants will occur as an individual, group or organization. The risk of contracting COVID-19 by participating, and the fact they have no participant insurance covering COVID-19 or any other infectious or communicable diseases. They must have their participants (every participant/parent) sign a waiver so they acknowledge the risks they are undertaking by participating. The permit holder must also provide a Return to Play Protocol document or Operational Plan. Hockey Canada general liability insurance coverage includes communicable diseases for individuals who have completed the Hockey Canada (OHF) validation certification program.

CLOSURE OF PROGRAMS/ITEMS/EQUIPMENT (SEPTEMBER)

- Showers will remain closed and off limits
- No Town run pick up shinny
- No Town run parent & tot programs
- No Town run recreational skates (all ages)
- No discount ice
- No off ice warm-ups within the building
- Rink dividers are off limits and not to be used.
- Only nets placed on ice by Town staff to be used.
- Concessions will remain closed.
- All vending machines will be closed and roped off.

SANITATION PRACTICES

- Frequent cleaning and disinfecting of all commonly touched surfaces such as interior and exterior door handles, railings, and ice rink gate handles.
- Common areas (lobby, stairs, hallways, etc.) and washrooms, if available (faucets, hand-dryers, counters, urinals and toilets) will be cleaned and sanitized on a regular basis throughout the day.
- Sanitizing staging areas and dressing rooms (if used) between each user group.
- Physical distancing of 6 feet / 2 metres between employees and the general public within the facility
- Face masks and plexi-shields will be used where physical distancing cannot be guaranteed.
- Signage will be posted throughout the facility to emphasize to guests & staff the importance of frequent handwashing and/or sanitizing and proper hygiene practices.
- Floor markings, decals and signage will be used where necessary to indicate physical distancing, directional foot traffic, no entry zones and other restrictions pertinent to reopening and Phase 3.
- Handwashing and sanitizing stations will be available in designated areas.

ILLNESSES OR SYMPTOMS WITH BOTH STAFF AND PATRONS/PARTICIPANTS

Patron/Participant – Should a patron/participant develop symptoms during their time in the facility, personal information of full name and number will be recorded, if needed they will be given a disposable face mask to wear and the individual will be directed to the designated health area in Wellington County or region they reside. They will be asked to contact local Public Health as recommended by the Office of the Chief Medical Officer of Health for the Province of Ontario. Should they be tested and found positive for COVID-19, we will follow the communication protocols listed below.

Staff – If a Staff member develops symptoms of COVID-19 they will be asked to immediately go to the designated health area in Wellington County or region they reside. From there, the direct report supervisor will advise them to contact local Public Health and log the information, following Public Health recommendations. Should they be recommended for testing and found positive, we will follow the communication protocols listed below.

One confirmed case of COVID-19 (Individual who tests positive for the virus causing COVID-19); OR Two or more suspect cases of COVID-19 may lead to facility closure based on the direction of Public Health. The Town of Erin will continue to fully co-operate with Public Health instructions.

Suspect Case:

- An individual that has 2 or more of the following symptoms:
 - fever or signs of fever,
 - new cough or worsening chronic cough,
 - runny nose,
 - headache,
 - sore throat,
 - new onset of fatigue,
 - new onset of muscle pain,
 - diarrhea,
 - loss of taste or smell,
 - purple fingers or toes, even as the only symptom

If the facility is closed at the direction of Public Health, The facility cannot reopen until advised by Public Health. Public Health will be involved to manage the outbreak and ensure contacts are identified; public health measures are in place and will lead any communication that is required.

COMMUNICATION PROTOCOLS

Should there be a single confirmed case or two suspected cases of COVID-19 of staff and/or patrons, we will immediately contact Public Health as well as Senior Management.

Town Staff will follow any/all recommendations from Public Health at that time. We will have contact information for everyone that enters the facility through our screening process and can communicate as needed. Our assumed protocol will be that if anyone at the facility is diagnosed with COVID 19 that we will send out notification to all patrons and staff that attended at the same time as that individual. We will make initial contact by email/phone and ask for them to confirm receipt. Facility Management must follow the direction of Public Health who may complete this process.

FACILITY CONTACTS

Erin Community Centre
(519) 833-2114 Ext. 426

Hillsburgh Community Centre
(519) 855-4407 Ext. 322

Ballinafad Community Centre
(519) 833-2114 Ext. 426

Parks & Recreation Officer Recreation@erin.ca
(519) 855-4407 Ext 245

It is important to understand that this is not “business as usual”. We are venturing into a “new normal” with these procedures. Our goal is to create a safe and healthy environment for staff and users by making the necessary adjustments to help limit the risk of exposure to COVID-19. We are confident that by adhering to the above noted policies and procedures, while continuing to work with the Office of the Chief Medical Officer of Health for the Province of Ontario and the Wellington-Dufferin-Guelph Public Health unit that we can safely phase in a soft reopening of the Town of Erin Facilities.

SCREENING QUESTIONNAIRE



Town of Erin Pre-Screen Survey

1. Date

Please enter a valid date.

Date

*2. Town facility you are entering

*3. Full Name

*4. Phone Number

*5. Do you have any of the following respiratory symptoms?

If YES, to two or more symptoms entrance is prohibited.

If NO, proceed to the next question.

- Fever
- Sore throat
- Cough
- New shortness of breath
- Muscle aches
- Fatigue
- Headache
- None of the above

6. Have you traveled outside of Canada in the last 14 days?

If YES, entrance is prohibited.

If NO, proceed to the next question.

- Yes
- No

7. Does someone you are in close contact with have COVID-19 (for example, someone in your household or workplace)?

If YES, entrance is prohibited.

If NO, proceed to the next question.

- Yes
- No

8. Are you in close contact with a person who is sick with a respiratory symptoms (for example; fever, cough or difficulty breathing) who recently traveled outside of Canada?

If YES, entrance is prohibited.

If NO, you may enter the vestibule to conduct necessary business.

- Yes
- No