

Standard Operating Procedure



Come for a visit. Stay for a lifestyle.

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| Department/Section Health and Safety | Procedure Number SOP-PAN-REC1 |
| Subject Recreation Facilities Pandemic Re-Opening Procedure | Enacted Date: September 18, 2020 |
| | Review Period As Required |
| Date Amended | Section(s) Amended |

Purpose:

To provide safe work guidelines to protect the health, safety and well-being of Municipal employees due to the global COVID - 19 pandemic. This procedure establishes safety measures and rules for employees working within facilities and patrons/user groups utilizing Trent Hills Recreation Facilities.

It should be noted that these guidelines are subject to sudden change based on the escalation of the virus. Any changes shall be communicated to staff and user groups promptly.

Scope:

This Standard Operating Procedure shall apply to all employees working out of Trent Hills Recreation Facilities and patrons/user groups utilizing said facilities.

Definitions:

Personal Protective Equipment (PPE)

Equipment such as gloves, masks, work boots, goggles/face shields and safety helmet that are required to be used by a worker for the safe execution of their duties.

Supervisor

A person who is in charge of a workplace or authority over a worker.

Worker

Means any of the following:

- A person who performs work or supplies services for monetary compensation.
- A secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled.
- A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university or other post-secondary institution.
- Such other persons as may be prescribed who perform work or supply services to an employer for no monetary compensation.

Patron/User Group/Facility Users

Means any of the following:

- A person who rents or is granted access to any space within or around a recreation facility
- A person who organizes an event or provides programming or services within a recreation facility
- Any person accessing a recreation facility

Prevention Protocols:

All staff and patrons entering any municipal recreation facility shall complete a self-screening prior to entering the facility.

If you have been in contact with someone with COVID-19 or have any of these symptoms **DO NOT ENTER THE FACILITY:**

- Cough or shortness of breath
- Fever or chills
- Sore throat or difficult swallowing
- Running nose or congestion
- Loss of taste or smell
- Headache
- Fatigue
- Nausea/vomiting or diarrhea

Please consult the Ontario's COVID-19 Self-Assessment tool found at <https://covid-19.ontario.ca/self-assessment/> to see what to do next.

Prevention

- Practice social distancing by keeping 2 metres/6 feet distance from others
- Wear a face covering/mask at all times unless otherwise outlined within this document
- Wash your hands often with soap and water or an alcohol-based approved hand sanitizer
- Do not touch your eyes, nose, or mouth with unwashed hands
- Cover your nose and mouth with a tissue or elbow when sneezing or coughing

General Requirements:

Physical Distancing

- When a recreation facility is open to the public a mask is required to be worn at all times by workers and facility users, except when eating or drinking in a designated area and a distance of two (2) metres or six (6) feet is maintained.
- Workers are required to practice physical distancing of two (2) metres or six (6) feet from another person at all times.
- Physical distancing requirements apply at all times on the job and off the job (i.e. on breaks and lunch).
- Prior to leaving your work area, staff are asked check their surroundings and proceed to walk when it is safe to do so (i.e. there is a safe distance between you and others).

Basic Hand Washing Guidelines

- Wash hands regularly especially after each exposure.
- Wet, soap and lather for at least 20 seconds.
- Wash and scrub under the nails.
- Rinse thoroughly and dry using a paper towel or an air dryer.
- Turn off taps with a paper towel.
- Protect your hands from touching dirty surfaces.
- Turn off light switch with a paper towel.
- Open the door with a paper towel.

Hand Sanitizer stations will be strategically placed throughout the facilities to enable easy access for all users of the facility.

Cleaning Protocols

- All high traffic touch points such as door handles, light switches, door push plates, counter tops etc. will be cleaned a minimum of three (3) times per day.
- Any water bottle filling stations in facilities will remain open and cleaned a minimum of three (3) times per day. Water fountains remain closed at this time.
- All public washrooms will be cleaned a minimum of three (3) times per day
 - All washrooms and dressing rooms will have cleaning sign off sheets posted for staff to sign off each time the area is cleaned including the time and date of that the cleaning/disinfecting was completed and initialed.

Personal Protective Equipment (P.P.E.)

Staff will be provided with the necessary PPE (masks, glasses/face shields, gloves etc. to safely complete their duties. Staff are reminded to follow protocols remove PPE properly to ensure that cross contamination does not occur. Staff shall wash hands or use hand sanitizer after removing PPE.

Face Coverings

Face coverings are to be worn by all facility users and staff while the facility is open. Facial coverings may be removed by users once participating in their activity or sport on the ice surface or area of play. There may be times wear face covers will be mandated to be worn during activity if physical distancing cannot be maintained.

Dressing Rooms (Arenas)

Dressing rooms may be used during this first phase of reopening. Occupancy restrictions will be in place based on the 2 metre/ 6 foot social distancing requirement. Stickers or decals may be placed on the floor or walls to assist in identifying the proper distancing required.

Dressing rooms will be unlocked 15 minutes prior to the rental and must be vacated within 15 minutes following the conclusion of their rental.

Dressing rooms will be cleaned and disinfected after each use. The doors to the dressing rooms will remain locked when not in use.

Showers

Showers are not permitted to be used during the first stage of facility reopening.

Building Entry and Egress

Facility users are required to follow all entry and egress requirements specific to the facility being used. Physical distancing is to be followed at all times. Stickers/Decals and signs are to be followed when entering and exiting the facilities. Facility users will only be permitted in the building 15 minutes prior to their rental and must be out of the facilities no later than 15 minutes following the conclusion of their booking.

Entry and Egress from the Ice Surface

When users are entering and exiting the ice surface, social distancing is to be maintained and whenever possible multiple gates are to be used. Players will enter and exit the ice surface one at a time 3 seconds apart to ensure and maintain proper social distancing at all times.

Information Specific to Team Sports:

Under the Provincial Framework for Stage 3 and Municipality of Trent Hills guidelines, the following restrictions on team sports are in place:

- Team sports may only be practiced or played within the arena if they do not allow for physical contact between players or if they have been modified to avoid physical contact between the players; and do not exceed gathering limits of 50 people excluding staff of the arena.
- Organized team sports that are practiced or played by players in a league may only be practiced or played within the facility if the league either:
 - Contains no more than 50 players and **does not permit** its teams to play against teams outside of the league, or
 - Divides its teams into groups of 50 or fewer players and does not permit teams in different groups to play against one another or against teams outside of the league.
- Every person who engages in sports at the arena, other than a team sport, must always maintain a physical distance of at least 2 metres from every other person during the activity, unless they share a household.
 - Trent Hills will allow 20 athletes on the ice – 10 team members (9 players and 1 goalie) per team. The athletes are to maintain at least 2 metres from other players when on the bench. The benches are 18 feet long and therefore can accommodate 4 players while the other 5 players are on the ice.
 - Only 1 player in the penalty box.
 - The maximum number of coaches and trainers permitted on the ice is 4.
- Prolonged or deliberate contact while playing sports is not permitted.
- Masks must worn when they enter and exit the building.

- Before entering the building, individuals must self-assess by asking the questions posted on the main door. If you are sick you must stay home. If you have travelled outside of the country and have not self-quarantined for two weeks you must stay home.
- Athletes will arrive no sooner than 15 minutes prior to their scheduled ice time.
- Athletes have 15 minutes to vacate the arena after their scheduled ice time. Congregating before or after the ice time is strictly prohibited.
- Players are asked to arrive at the arena already dressed in their equipment and use the dressing rooms to put on their skates, helmets, and gloves.
- The use of rink dividers will not be permitted.
- Once an individual exits the arena, re-entry is not permitted.

Hockey Associations

- Hockey players and leagues are to review the Hockey Canada Return to Hockey COVID-19 Response document.

Figure Skating

- Figure skaters are to review the Skate Canada Return to Skate COVID-19 Response document.

Public Skating

- Public Skating will not be permitted at this time.

Spectators

No spectators are permitted at the facility, other than up to one accompanying parent, guardian, or other adult for each athlete under the age of 13. Anyone accompanying such an athlete shall follow facility guidelines with respect to physical distancing, must remain at least 2m apart, and shall wear a face mask. If a player under the age of 18 is dropped off at the arena, it is the responsibility of the parent/guardian and the person in charge of the session to ensure the process of drop off and pick up are clearly understood and followed to ensure the safety of the participant. Spectators will have designated viewing areas for physical distancing.

User groups are responsible for ensuring that spectator limits are maintained at all times and total building occupants do not exceed the Provincial limit of 50 people (not including staff). All spectators for their event exit the building within 15 minutes following the end of their rental.

Contact Tracing

The person renting the facility is responsible for ensuring accurate records are kept on all participants and spectators contact information for the purposes of contract tracing in the event there was an outbreak of COVID-19 related to their booking. These records are to be deposited in the drop box outside the arena office prior to going on the ice.

Ice Bookings

- All ice bookings are to be made by either emailing bookings@trenthills.ca or by calling 705-696-2252 between the hours of 9:00am and 4:00pm Monday to Friday.
- All ice bookings are to be made in advance and paid in full prior to entering the ice surface. Cash will not be accepted at the facilities during the first stage of reopening.
- Users are to ensure that social distancing is maintained while on the bench
- Parents/guardians are not permitted to watch from the bench at any time. They are to watch from designated viewing areas.
- Ice Rentals will not exceed 50 participants as per the gathering limits set by the Provincial government.

Ice Booking Time Limits

- Ice times will remain at 50 minutes and will be booked on the hour or half hour.
- Users are required to vacate the facility within 15 minutes of the conclusion of their booking to allow adequate time for staff to clean/disinfect the dressing rooms.
- 40 minutes is required to complete ice maintenance, clean, and disinfect the required areas between rentals.

Example:

- 5:00 pm booking starts
- 4:45 pm participants arrive
- 5:50 pm leave the ice
- 6:05 pm all participants and spectators out of building
- 6:05 pm – 6:45 pm staff complete cleaning and disinfection protocols
- 6:45 pm next user may enter the building to prepare for their rental
- 7:00 pm next rental begins

User Group Requirements - Summary

- Submit a site specific Return To Play Plan for each facility being rented
- Provide Certificate of Insurance with Infectious disease coverage
- Provide Certificate of Validation from Hockey Canada where applicable
- Any user group that requires the use of the scoreboard controller or sound system must disinfect all equipment after each use.
- Provide their own hand sanitizer for their participants
- All posted signs and the protocols as outlined in this document must be followed at all times

Authorized Representative Signature (Renter)

Date

Trent Hills Representative

Date