



## Return to Operation Plan

### Purpose

To provide user groups, organizations, businesses and service clubs who utilize Township of Huron-Kinloss facilities as their home base with a template and instructions to prepare and submit their respective 'Return to Operation' Plan. Municipal approval prior to commencing operation in any municipal facility is required.

### Background

The Township of Huron-Kinloss, with help from the Grey Bruce Health Unit, have developed a series of guidelines that offer direction for re-opening. If your organization is interested in reviewing these guidelines with staff, please contact the Community Services Department.

Our community is fortunate to benefit from many volunteer driven community organizations, sport organizations and service clubs who provide social and recreational options for our residents. As part of the municipality's re-opening plan, community organizations who utilize municipal facilities will be required to provide a **Return to Operation Plan** for the municipality's approval. This will be reviewed and approved by the Community Services Department, in consultation with appropriate parties.

This template has been developed as a resource and guide for the details you should include in your plan. Municipal staff are available as a resource to assist your organization as you develop your plan. Your respective Provincial or National organizations may have provided you with guideline documents that should be used as a resource when developing your plan. Examples are included as prompts to guide you and may not reflect current government guidelines.

Other helpful resources may include but are not limited to:

- **Grey Bruce Public Health** | Find guidelines under the Additional Resources tab <https://www.publichealthgreybruce.on.ca/COVID-19>
- **Provincial Health Services Authority (PHSA)** | <http://www.phsa.ca/>
- **Ontario Recreation Facilities Association** | <https://www.orfa.com/>
- **Parks and Recreation Ontario** | <https://www.prontario.org>
- **Provincial Government** | <https://www.ontario.ca/page/resources-prevent-covid-19-workplace>

As our facility re-opening plans progress, we will communicate with you regarding Provincial, Public Health or Municipal directives that may impact your organization (i.e. reduced room capacity; participant screening, etc.).

### What is required?

The following is to be provided to the Township of Huron-Kinloss for approval prior to your organization commencing operation at any municipal facility.

- **Return to Operation Plan** (using this template)
  - a. Complete the applicable sections below respective to your operation. Simply add information to the 'Our Organization's Plan'. It would be helpful if you provide a page reference if using information from your respective Provincial or National organization documents. **Note:** Included examples are provided for the purposes of demonstrating the detail we're looking for.
- **Resources or documents** provided by your **Provincial or National** organizations that you are using or adopting as guidelines.

### Return to Operation Plan

Organization Name	
Contact Name	
Email	
Phone	

1. **Physical Distancing** | Outline or detail the directives your organization is going to implement to ensure physical distancing during your program, meetings or events.

#### Examples

- Crowds will be reduced to 50% capacity to ensure physical distancing.
- 1 spectator per player will be admitted for games.
- Practices for players 10 years and younger will be encouraged to have only 1 spectator per player.
- Temporary floor markers will be used to encourage physical distancing for admissions.
- Assigned seating for theatre tickets sales will be used for all performances (note – it has been hinted by the Provincial government that this will be required for theatre shows).
- Players will be expected to arrive at the facility with equipment already on. Will only require dressing room access for skates. Team personnel will monitor dressing rooms for physical distancing.

**Our organization's Plan is as follows** (bullet points are fine)

2. **Cleaning & Sanitization** | Outline or detail the protocols your organization is going to implement to ensure cleaning & sanitization during your program, meetings or events.

**Examples**

- There will be no shared equipment amongst teams.
- Team personnel will sanitize shared equipment after each practice.
- Team specific equipment (ie. jersey) will be carried by team personnel, washed in between each use.
- Our team personnel will sanitize all benches in dressing rooms upon arrival at facility.

**Our organization's Plan is as follows** (bullet points are fine)

3. **Public Health Directives** | Outline or detail the protocols your organization is going to implement to ensure Public Health directives during your program, meetings or events.

**Examples**

- Participants will be directed to wash their hands upon arrival.
- Organization to provide own hand sanitizer and wipes to participants.
- Hand sanitizer will be provided to participants at the start and end of the program.

**Our organization's Plan is as follows** (bullet points are fine)

4. **Return to Operations Specific to your Organization** | Outline or detail the protocols your organization is going to implement specific to your respective Provincial and / or National Return to Play or Return to Operation Guidelines (i.e. provincial Sport organizations, Lions Club of Canada).

**Examples**

- Players will provide their own catcher's equipment (baseball).
- There will be 8 players plus coaching staff on the ice for practices.
- No games until January 1, 2021.

**Our organization's Plan is as follows** (bullet points are fine)

5. **Proposed Signage** | Detail any proposed signage that your organization will require/provide.

**Examples**

- Code of Conduct for participants
- Organization screening protocols
- Signage in shared equipment storage areas

**Our organization's Plan is as follows** (bullet points are fine)

6. **PPE** | Describe what Personal Protective Equipment (PPE) is going to be utilized by your organization for their operation and when will it be utilized.

**Examples**

- Masks will be required for use by our members, coaches or players when physical distancing can't be maintained.
- Trainers will each be equipped with individual PPE kits to wear
- Emergency plan for dealing with injuries, what PPE will be used

**Our organization's Plan for PPE is as follows** (bullet points are fine)

7. **Interaction with municipal staff** | Describe any interaction with municipal staff members outside of normal support (ie. room setup, answer questions, event assistance).

**Examples**

- Assistance with ice dividers
- Meetings via Zoom or maximum physical distancing numbers

**Interaction with municipal staff outside of normal support will include** (bullet points are fine)

8. **Resources Included** | Please provide a copy of any Guideline documents provided by your respective Provincial or National organizations. Highlight the guidelines your organization is implementing and / or include in the respective sections on this template.

**Examples** (note most are sport documents that our staff are aware of at this time)

- Hockey Canada Return to Play
- Skate Canada Return to Skating
- Baseball Ontario Return to Play
- Ontario Soccer Return to Play

**The following document(s) are attached** (bullet points are fine)

9. **Other** | Provide any other protocols or notes your organization will implement to mitigate COVID-19 transmission that don't fit in the categories above.

--

10. **Any Questions? Please contact:**

**Programming/Administration**

Maggie Young | [myoung@huronkinloss.com](mailto:myoung@huronkinloss.com)

Date Submitted	
Signature	

FOR OFFICE USE ONLY

Approved	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Approved by:		
Date:		
Reasons for non-approval:		

In accordance with the Municipal Freedom of Information and Privacy Act, personal information is collected under the authority of the Municipal Act, 2001 and will only be used for the purpose of authorization of a Return to Operations Plan and for electronic or telephone contact by the Township for other municipal purposes. Questions about the collection of the personal information may be addressed to the Clerk at the Township of Huron-Kinloss, 21 Queen Street, P.O. Box 130, Ripley, ON, N0G 2R0 or (519) 395-3735