



# The Corporation of the Township of Huron-Kinloss

## Internal Procedure

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Return to Operation Policy

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Procedure: Return to Operation Policy

### Procedure:

To inform the public and user groups of the Return to Operation plan for municipally run facilities in response to the ongoing COVID-19 Pandemic.

### Contents:

In preparing for the re-opening of municipally run facilities, the Township of Huron-Kinloss is committed to the health and safety of visitors and staff. Part of that commitment includes frequent review of the Return to Operation Plan worked out between the user group and the Community Services Department to ensure not only the health and safety of all individuals, but also to provide the best experience possible under the Provincial health orders.

### **Safety Precautions**

- Where a Provincial or Health Unit order or Municipal or County By-Law requires it, members of the public will be required to wear a face covering when entering a Municipal facility. While staff may remind the public about the mask requirements, the public will not be turned away if they are not able to wear a mask.
- Ensure you are practicing proper hand hygiene upon arrival, and frequently throughout your stay. Hand sanitizer is available throughout the building.
- Be advised that anyone entering the building will be required to submit a self-screening assessment either directly to the Community Services Department, or via their organization. Follow up self-assessment upon arrival is also required. If you or anyone in your household are feeling sick, please do not come to the facility. Your rental will be rescheduled, and if unable to reschedule, a refund will be provided.
- Surfaces and other high touch areas will be cleaned and disinfected frequently by staff.
- Township of Huron-Kinloss employees have appropriate training and protective equipment for their work environment, and will also be screened daily.
- Hand dryers will not be available for use in washrooms based on public health recommendations.

### **Bookings**

- All bookings must be completed in advance with the Program Coordinator & Administration – 519-395-2909.
- All bookings must adhere to Provincial restrictions in place at the time of the rental, including physical distancing, maximum capacity, face coverings etc.

- All organizations, groups and individuals must complete, and receive approval, of the Return to Operation Plan documentation prior to the rental date (See Schedule A).
- All organizations, groups and individuals must sign the Group Release and Waiver of Liability, Assumption of Risk and Indemnity Agreement prior to the rental date (See Schedule B).
- The main entrance doors will remain locked at all times. Please see 'Specific Guidelines' below for detailed entrance processes.

### **Specific Guidelines – Room/Hall Rentals**

- All room/hall rentals are subject to the most current Provincial or local Health Unit order or Municipal or County By-Law regarding face coverings. If you have any questions regarding the current orders or the facility you are renting, please contact staff.
- All organizations, groups or individuals must complete and receive approval of, the Return to Operation Plan, prior to the rental date (See Schedule A).
- All organizations, groups or individuals must sign the Group Release and Waiver of Liability, Assumption of Risk and Indemnity Agreement prior to the rental date (See Schedule B).
- Renters must provide a specific time of when they need in and out of facility and must adhere to these times. Doors will be locked at all times and renters will only be permitted at the time provided.
- Following the rental, please comply with physical distancing and proceed out of the facility following directional signage.
- All users must adhere to the most current provincial health orders. Deviation from any public health order may result in the group being asked to leave the facility immediately and future rental privileges could be suspended.

### **Social Room Rentals**

All renters of the Social Room are subject to the Provincial or Health Unit order or Municipal or County By-Law regarding face coverings. Members of the public will be required to wear a face covering in the Facility Entrance, Hallways, Dressing Rooms, Lobby, and Bleachers. Inside the Social Room (Ripley-Huron Community Centre) masks are not mandatory, however highly recommended.

Social Room renters will access the Social Room via the Main Entrance. Renter will pre-screen all participants and keep a record of all individuals present. The renters log must be submitted to the Community Services Department within 24 hours of the rental and will be held on file for 30 days. See sample Contact Tracing Form attached. Maximum capacity is 25 people, to comply with social distancing measures. Lobby washrooms are available for emergency purposes.

### **Auditorium Rentals**

All renters of the Auditorium Room are subject to the Provincial or Health Unit order or Municipal or County By-Law regarding face coverings. Members of the public will be required to wear a face covering in the Facility Entrance, Hallways, Dressing Rooms, Lobby, and Bleachers. Inside the Auditorium Room (Ripley-Huron Community Centre) masks are not mandatory,

however highly recommended.

Auditorium Room renters will access the Auditorium via the SOUTH EAST entrance and proceed to the Auditorium via the arena entrance. Renter will pre-screen all participants and keep a record of all individuals present. The renters log must be submitted to the Community Services Department within 24 hours of the rental and will be held on file for 30 days. See sample Contact Tracing Form attached. Maximum capacity is 50 people, for social distancing measures. Auditorium washrooms are available for emergency purposes.

### **Current Room Capacity**

Social Room = 25

Auditorium = 50

Lucknow Townhall Basement =15

Lucknow Hawk Theatre = 30

Point Clark Community Centre Upstairs =50

Point Clark Community Centre Basement =20

Whitechurch Hall = 25

### **Specific Guidelines – Ice Rentals**

- As COVID-19 continues to evolve, this document is subject to change without notice.
- All organizations, groups or individuals must complete, and receive approval of, the Return to Operation Plan prior to the rental date.
- All organizations, groups or individuals must sign the Group Release and Waiver of Liability, Assumption of Risk and Indemnity Agreement prior to the rental date.
- A new zero tolerance policy for spitting within the building will be in place. Please leave dressing rooms and benches clear of any personal items or garbage when you leave to help staff safely and quickly clean and disinfect for the next group.
- All players and coaches must maintain physical distancing while in the facility and on-ice as much as possible, excluding participants while they are actively engaged in sport activity.
- All users must adhere to the most current provincial health orders. Deviation from any public health order may result in the group being asked to leave the facility immediately and future ice rental privileges could be suspended.
- Water bottles should be filled prior to entering the building and have the users name on it.
- If participating in a sport, players are strongly encouraged to come fully dressed
- Following the rental, please comply with physical distancing and proceed out of the facility following directional signage.

\*Current Dressing Room Capacity = 8 per room\*

## **RETURN TO PLAY FACILITY GUIDELINES FOR ICE USERS**

### **Parking Lot Entrance**

No change from previous years.

### **Entrance Doors**

The main entrance will be the entrance for all facility users.

### **Exit Doors**

All ice users must exit through the main doors, only after the following rental has entered the ice surface and the hallway and dressing rooms are cleared.

All spectators must exit through the East lobby exit near offices, unless they are assisting with players.

### **Entrance Process**

User groups will be required to monitor the entrance and exits, and ensure that proper procedures are followed, including the participant/spectator capacity numbers.

Pre-screening is required. User groups must ensure they keep a log of all participants entering the facility, this can be accomplished before the rental (e.g. through RSVPs). The log shall be kept for contact tracing purposes and forwarded to the Community Services Department within 24 hours of the rental. This information will be kept on file for 30 days. See sample Contact Tracing Form attached.

### **Entrance and Exit Time**

Entrance to the facility will be permitted 15 minutes prior to the rental. Participants arriving earlier must be asked by the user group volunteer to wait outside the facility.

Dressing rooms must be vacated within 15 minutes after leaving the ice. For instance, if the rental is at 4:00pm, the user group must be off the ice by 4:50pm and have left the facility by 5:05pm. It is the responsibility of the user group to ensure participants have left the building at the required time.

### **Changing of Equipment Location Process**

Dressing rooms will be available, with a maximum of 8 people per room and or the respective hallway chairs, including parent reps, coaches and participants. Showers within the dressing rooms will not be available.

### **Number of On-Ice Participants**

The maximum number of participants per session/practice/hour ice time is 25 people. This includes players, coaches and officials. This is to allow a second group to enter the facility while the first group is still inside. This will allow us to maintain 50 minute on-ice time rentals.

The user group must assign a volunteer to control the facility entrance. The volunteer must ensure the following:

- Ice participants are provided access to the facility no sooner than 15 minutes before their rental
- Spectators are provided access to the facility no sooner than 15 minutes before the rental
- No more than 25 ice participants and 25 spectators are granted access
- Do not allow any other participants to enter the facility with the exception that parents may access the dressing room hallway to tie skates of younger participants
- Access to main washrooms will be permitted for both ice participants and spectators

Ice participants must ensure the following:

- No more than 25 on ice participants per rental
- Ice participants do not have access to other areas of the facility, and should only be in the dressing rooms, dressing room hallway outside their specific dressing room, or on the ice surface
- Ice participants must remain in the dressing room and at their hallway station, until the Zamboni has cleared the ice
- Ice participants will enter / exit ice surface via the closest door to dressing room. Dressing rooms 3,4, & 5 use the North Ice Surface entrance, and dressing rooms 1 & 2 use the south ice surface entrance.
- Groups may need to coordinate with other associations for overlapping rental times.

For example, Association A's ice rental time is from 6:00pm – 7:00pm, and Association B's rental time starts at 7:00pm. As ice users are required to exit the building 15 minutes after leaving the ice surface, Association A is required to exit by 7:05pm. As Association B is allowed to enter the building 15 minutes prior to their ice rental time, they will be allowed to enter at 6:45pm. Therefore, there will be a 20-minute overlap of ice users to a maximum of 50 people. Each ice user rental group will need to work with the other group to ensure that the maximum number of people is not exceeded during this overlap.

### **Spectators**

Spectators must be limited to 25 due to possible overlapping groups.

Spectators must ensure:

- They watch from the stands only. No viewing from the lobby.
- Spectators will access the main lobby washrooms only for emergency purposes.
- Spectators must be physically distanced by a minimum of 2m
- Spectators may access the dressing room hall to tie skates of younger participants.
- Spectators will be provided access to the facility no more than 15 minutes prior to the start of the rental.
- All spectators must exit the stands between rentals via the EAST lobby exit. If a spectator is staying for the second rental, the spectator must leave the facility and re-enter through the main door.

- Spectators must begin to exit once the users are off the ice surface. Spectators may wait outside, or in cars and/or parking lot for their participants. Spectators may assist with untying skates in the dressing room hall but must not gather and ensure they leave the dressing room / hallway facility immediately after untying skates. Groups, please designate a few parents on each team to assist with this process and proceed to dressing room, hallway immediately.

### **Conduct of Parents in the Stands**

Spectators must ensure that they are physically distanced by a minimum of 2m in the stands. Spectators must take any garbage with them and dispose of in the appropriate containers. If parents have other children with them that are not participating in on-ice activities, the parent is responsible for the conduct of that child(ren). Children must be supervised at all times, without exception. Parents not supervising their children will be asked to leave the facility with their children, and without warning.

### **Items Allowed in the Facility**

Bags, individual food and beverages are permitted. No shared food (e.g. potlucks, bake sales, team snacks, etc.). Waste containers must be used. Seating will be limited. Tables will not be available.

### **Warmups/Dry Land Training**

Warmups and dry land training are not permitted in the facility.

### **Reporting of Incidents – Injury or COVID-19**

Incident forms are available from municipal staff.

### **Storage**

Access to storage will be by appointment or prior arrangement only. Groups should try to limit the number of people with access to storage areas. These areas will not be cleaned or sanitized.

### **Cleaning**

Dressing rooms will be cleaned and sanitized after each use. Washrooms will be cleaned and sanitized twice daily minimum. High touch point surfaces such as player's benches and door handles will be sanitized several times per day.

Groups are responsible for ensuring all garbage is collected in trash bins in dressing rooms. Groups must ensure that participants are not spitting or depositing other bodily fluids on any surface in the facility.

User groups are required to clean and dispose of any materials left on the players' benches.

### **Referee Rooms**

Referee rooms will not be available for coaches. Coaches should come dressed for practice and should be prepared to put skates on either in the lobby area or near the players' benches.

### **Masks for Participants**

Masks should be left in the participants' bag before entering the ice surface. Please stay 6 feet apart as participants make their way to the ice surface.

### **Conduct with Staff**

All participants must ensure they maintain at least 2m distance when speaking to staff. There is a zero-tolerance policy for any mistreatment of staff. Any person that refuses to maintain distance or abuses staff in any way will be asked to leave, as per the Townships' Escort Policy.

### **Compliance**

Groups not complying with any facility rule noted above will be given one written warning. The second offense will be a suspension from the facility. The third offense will result in expulsion from the facility for the season. Refunds will not be provided for groups that have been suspended or expelled and the group will be responsible to pay for ice time booked during the suspension and/or expulsion. Suspensions will last a minimum of two weeks. Suspensions and expulsions will apply to either the offending individual, team and/or the entire association depending on the severity of the contravention.

### **Resources:**

- Grey-Bruce Public Health Unit
- Ontario Regulation 364/20: Rules for Areas in Stage 3