

 <p><b>Policy for Re-opening Cavan Monaghan Community Centre</b></p>			
<b>Policy Title:</b>	Re-opening Cavan Monaghan Community Centre	<b>Policy Number</b>	2020- ???
<b>Effective Date:</b>	October 13 <sup>th</sup> 2020	<b>Revision Number:</b> <b>Replaces:</b>	New Policy
<b>Prepared By:</b>	Parks and Facilities Department	<b>Approved By:</b>	CAO Township of Cavan Monaghan

## **Policy for Re-opening Cavan Monaghan Community Centre**

### **Policy Statement:**

To protect and support the health and well being of all user groups, their staff, coaches, volunteers, parents/guardians, participants and the staff of The Township of Cavan Monaghan.

To create a consistent framework of rules and regulations with the intentions of limiting the spread of COVID-19 and contributing to an environment where it is safe to participate in recreation. This framework is based on current Ontario statutes and regulations, current Public Health requirements and directives and the due diligence of the Township of Cavan Monaghan.

The procedures in this policy reflect the Cavan Monaghan Community Centre and its bookable facilities. Each bookable space will have a list of unique procedures to be adhered to by all users.

### **Policy Procedures:**

The following procedures are to be adhered, supported and respected by The Township of Cavan Monaghan employees and all users of the Cavan Monaghan Community Centre.

1. Facility Commitment and Coordination: In coordination with the recommendations from Peterborough Public Health The Township of Cavan Monaghan will:
  - Promote physical distancing requirements.
  - Establish both indoor and outdoor capacity limits.
  - Supply and enforce the use of the following PPE for all staff to wear in public spaces:
    - Face coverings
    - Disinfectant
    - Hand sanitizer
  - Signage displayed on the premises with COVID-19 safety measures.
  - Floor and wall markings in place to manage traffic flow and encourage physical distancing.
  - Organize staggered contracts to prevent overlapping and crowding.
  - Face Coverings must be worn unless otherwise indicated that they are exempt for religious or health reasons.
  - Plexiglass barriers put in place to protect staff and visitors.
  - Parks and facilities staff to ensure enhanced sanitization on a daily basis.
  - Implement a process for contact tracing at the facility.
2. All Coaches, league organizers, trainers, volunteers, instructors (dance and fitness), and independent small user groups must carry out the following:
  - Must conduct team, staff, and or volunteer meetings virtually away from the premises.
  - Must conduct and record COVID-19 screening for all participants in the designated area prior to entering the facility.
  - Must provide the Township with the contact information of all participants, parents and organization staff upon entrance to facility staff prior to entering the facility.
  - Organizations are asked to manage schedules to avoid entering different facilities on the same day.
3. General procedures before, during and after a scheduled booking will consist of the following:
  - Face Coverings must be worn unless otherwise indicated that they are exempt for religious or health reasons until engaging in sport or physical activity.
  - No food or beverages will be permitted inside the facility.
  - There will be designated entrance and exit doors for each bookable space.
  - Entrance to the building is permitted 10 minutes prior to the booking start time.

## **Ice Surface rentals**

Procedures before, during and after a scheduled booking will consist of the following:

- Entrance is only permitted at the East side main entrance of the facility.
- Entrance to the building is permitted 10 minutes prior to the ice booking start time.
- Face Coverings must be worn unless otherwise indicated that they are exempt for religious or health reasons for all coaches, volunteers, trainers, players and parents to be worn while in public spaces. Face coverings will not be required once entering the ice surface.
- 1.5hour blocks have been arranged to accommodate entrance, exit and sanitization procedures.
- Players will have 50 minutes on ice, and 10 minutes to change and exit the building.
- For ice rentals 30 skaters maximum will be permitted to enter the ice surface.
- Leagues may not have more than 50 players in the same group and groups may not overlap, or play each other.

## **Age Division Under-16 (U16)**

- Age Division Under-16 (U16), skaters under the age of 16, must arrive dressed in full equipment with the exception of skates.
- One parent/guardian will be permitted in the facility with each player.
- Players will not be permitted to bring any personal belongings (i.e. hockey bags) with the exception of one clearly labeled water bottle.
- No dressing rooms will be available for changing, showering or gathering purposes with the exception of designated dressing room for washroom use only.
- Benches located in the dressing room corridor marked and situated 2 meters apart will be provided to put skates on.
- Parents/guardians are only permitted in the dressing room corridor to assist those players who require help with skate tying while maintaining social distancing at all times.
- Parent/guardian are only permitted to view from the arena stands which has been designated for this purpose. Waiting in the lobby area is not permitted.
- The parent is required to remain in the facility until the players are ready to exit the facility. Entrance doors will remain locked once your group has been let in.
- Coaches/Trainers are responsible to ensure that only one player at a time is permitted the use of the designated washroom.
- 1.5hour blocks have been arranged to accommodate entrance, exit and sanitization procedures.

## **Age Division 16+ (16+)**

Age Division 16+ (16+), skaters over the age of 16, no parents/guardians or spectators permitted in the facility.

- Dressing rooms will be permitted for changing only. No showers will be in operation. Players are to use the posted spaces situated 2m (6ft) apart to change.
- Players will be permitted to bring their hockey equipment bag and 1 clearly labeled water bottle into the arena/dressing room.
- Water Fountains/bottle filling stations will not be in operation.
- At the end of the allocated ice time teams will have 10 minutes to change and exit the facility.
- Exiting the building will take place at the designated exit doors located at the West side of the Cavan Monaghan Community Centre.
- 1.5hour blocks have been arranged to accommodate entrance, exit and sanitization procedures.

## **Studio Rentals**

- Entrance will be permitted at the North West door located at the far side of the building
- Entrance will be permitted 10 minutes prior to rental time
- Estimated occupancy 30 without set up
- The maximum number of participants will vary depending on room set up requirements and documented on the facility contract.
- Face Coverings must be worn unless otherwise indicated that they are exempt for religious or health reasons until participants have been assigned their personal space within the Studio
- No parents will be permitted inside the Studio
- Drop off must occur at the North West door
- Parent are required to remain in the facility until the class is over
- Parents must wait in the designated area of the arena stands

## **Community Hall Rentals**

- Entrance will be permitted at the main East entrance door
- Entrance will be permitted 10 minutes prior to rental time
- Estimated occupancy 63 without set up
- The maximum number of participants will vary depending on room set up requirements and documented on the facility contract.
- Face Coverings must be worn unless otherwise indicated that they are exempt for religious or health reasons until guests have been seated within their same bubble or seated physically distant
- Guests must use designated washroom
- Kitchen use will not be permitted

- Request for outside vendors (Disc Jockeys, Caters or guest speakers) must be approved at the time of booking

### **Overlook Room Rentals**

- Entrance will be permitted at the main East entrance door
- Entrance will be permitted 10 minutes prior to rental time
- Estimated occupancy 15 without set up
- The maximum number of participants will vary depending on room set up requirements and documented on the facility contract.
- Face Coverings must be worn unless otherwise indicated that they are exempt for religious or health reasons until guests have been seated within their same bubble or seated physically distant
- Guests must use designated washroom
- No outside vendors (Disc Jockeys, Caters, Entertainers or Guest Speakers) permitted in this space

### **Meeting Room Rentals**

- Entrance will be permitted at the North West door located at the far side of the building
- Entrance will be permitted 10 minutes prior to rental time
- Estimated occupancy 9 without set up
- The maximum number of participants will vary depending on room set up requirements and documented on the facility contract.
- Face Coverings must be worn unless otherwise indicated that they are exempt for religious or health reasons until seated
- Guests must use designated washroom

### **Walking Track**

- Participation on the Walking track is by appointment only
- Bookings are permitted Monday to Friday 8:00 a.m. to 2:00 p.m.
- Appointments will be booked on the hour with 45 minutes time allotted for walking
- Entrance will be permitted at the East main door 10 minutes prior to the booking time
- To assist with contact tracing all walking track participants will be required answer prescreening questions prior to entering walking track
- Personal belongings will not be permitted with the exception of a water bottle to be carried at all times while walking
- Accessible aids and strollers are permitted on the walking track

In the event that an organization, team or individual is found to be noncompliant to the requirements set out by Ontario Public Health, Peterborough Public Health and the policy set out by the Township of Cavan Monaghan and all other regulating bodies, the Township reserves the unrestricted right to deny entry, limit or cancel permitted time, or terminate the contract without notice.