



The Corporation of the  
**Township of Otonabee-South Monaghan**

**Stage 1 – Health & Safety Protocols for Reopening the  
Otonabee Memorial Community Centre**

**Stage 1 effective date – September 14, 2020**

The Township of Otonabee-South Monaghan wants to make your visit to the Otonabee Memorial Community Centre a safe and fun experience for everyone. That's why we prepared the guide to safe facility use. Its rules and policies will be strictly enforced to keep you and everyone else safe during our re-opening.

Whether you are a participant, coach, official, parent, staff or contractor, you are all responsible to prevent transmission of COVID-19 and ensure the facility guidelines are followed. **The Township will continue to update our facility guidelines and procedures as needed. Failure to comply will result in the cancellation of Permits.**

***The following rules and policies are applicable throughout the Otonabee Memorial Community Centre and grounds. User groups may have additional health and safety requirements. The Township will require a copy of these additional requirements before using the Otonabee Memorial Community Centre.***

1. Employee & Guest Health

Physical Health

Before entering the facility, all staff and users are must complete a COVID-19 self-assessment. If you are feeling ill, please do not enter the building. Symptoms of COVID-19 may include, but not limited to:

- Cough
- Fever
- Difficulty breathing
- Sore throat
- Nausea/vomiting
- Diarrhea



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If you are experiencing any of these symptoms, please stay home and seek medical assistance. Anyone entering the facility and all persons in their household must be following provincial guidelines related to physical distancing, quarantine, and/or isolation as it pertains to COVID-19.

#### Face Coverings

In accordance with Peterborough Public Health's Mandatory Face Mask Policy, ALL visitors entering the facility MUST wear either a medical facemask or a non-medical face covering, unless there is a medical or physical reason that a mask can not be worn. Participants utilizing the ice surface are also required to wear facial coverings until they are ready to go on the ice with their helmets on.

#### Physical Distancing

Visitors and participants are required to practice physical distancing by standing at least 2 metres (6 feet) away from other visitor(s). Spaces have been labeled where visitors must stand/sit. Employees will be reminded not to touch their faces and to practice physical distancing by standing at least 2 metre (6 feet) away from guests and other employees when possible.

#### Hand Sanitizer

Hand sanitizer dispensers will be placed at all entrances and high contact areas. Visitors are to utilize these dispensers upon entering the building and whenever as needed. Visitors are also encouraged to wash their hands on a regular basis.



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## Contact Tracing

Individual Visitors/Participants: Everyone entering the facility must sign in prior to proceeding to through the lobby and MUST sign out when leaving the facility. Included in the signing in process is a COVID-19 waiver that must be read and agreed to. (Spectators are not permitted in the facility during Stage 1)

User Groups: The User Groups are responsible for screening their athletes/coaches/officials using Township documents. User groups must provide the Township with completed screening and contact tracing documents before being able to enter the facility. User Group Contract Tracing will be coordinated outside the designated entrance door. If your organization is already doing screening and contact tracing, the format must be approved by the Township, and a copy must be supplied to a staff member of the OMCC before entry into the facility will be permitted.

## Guest Signage

There will be physical distancing markings on floors that guests are required to follow. There will be health and hygiene reminders throughout the facility regarding handwashing, cough and sneeze etiquette, group-size limits, and so on.

## Staff Signage

Signage will be posted in staff areas reminding employees of the proper way to wear, handle and dispose of masks, gloves.

## 2. Employee Responsibilities

### Handwashing

Correct hygiene and frequent hand washing with soap is vital to help combat the spread of COVID-19. All employees have been instructed to wash their hands or use sanitizer as often as needed (for 20 seconds) and after any of the following activities: using the restroom, sneezing, blowing the nose, cleaning, sweeping, mopping, smoking, eating, going on break, and before and after starting a shift.



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### COVID-19 Training

All employees will receive training on COVID-19 safety and sanitization protocols with more comprehensive training for our staff with frequent guest contact including customer service, cleaning, and maintenance.

### Personal Protective Equipment (PPE)

Appropriate PPE will be worn by all employees based on their roles and responsibilities and will follow government guidelines and the Township's *Mandatory Use of Face Coverings for COVID-19 Prevention Policy*.

Training on how to properly use and dispose of all PPE will be mandatory. Every employee will be provided with masks to wear while at the facility, (mandatory when in public areas). Gloves will be provided to employees whose responsibilities require them to wear them.

### 3. Cleaning Products & Protocols

Our cleaning products and protocols meet guidelines and are approved for use effective against viruses, bacteria, and other airborne and blood borne pathogens.

#### Public Spaces and Common Areas

The frequency of cleaning and sanitizing has been increased in all public spaces with emphasis on frequent contact surfaces including, but not limited to door handles, washrooms, tables, equipment, time clock/scoreboard controls and standing area.



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### Dressing Rooms

The use of Dressing Rooms will not be permitted during Stage 1 and will remain locked at all times.

### Staff Area

The frequency of cleaning and sanitizing will also increase in high traffic staff areas with an emphasis on control rooms, offices, stock and storage areas, washrooms and meeting rooms. Cleaning and sanitizing protocols are also in effect for mechanical rooms and other areas restricted to employee access only.

### Shared Equipment

Shared tools and equipment will be sanitized before, during and after each shift or anytime the equipment is transferred to another employee. This includes, but is not limited to computers, cleaning equipment, ice resurfacer, and all other direct items used throughout the facility.

## 4. General Protocols – All Programs and Rental Spaces

- If you are displaying any symptoms of respiratory illness or the flu, please stay home. Self-assess your condition using the online tool at <https://covid-19.ontario.ca/self-assessment/> before coming.
- Practice physical distancing. Refrain from hugging, high-fiving, gathering in groups, etc.
- Sanitize or wash your hands before and after using our facilities
- All guests must enter the facility through the proper designated entrances
- All guests must exit the facility through the proper designated exit
- Refrain from spitting on the ice and throughout the facility
- All visitors are required to wear a face covering while in the facility except while on either ice surface



5. Hockey/Skating Programs

- All participants and coaches must wear a face covering in the facility until they put their helmets on to go on the ice. Any coaches not on the ice (or in the players' benches) must wear a face covering
- Rentals will be **50 minutes** in length
- **NO** spectators will be permitted during Stage 1
- Dressing Room use will **NOT** be permitted during Stage 1
- Participants will need to get equipment on at home or in the parking lot and be fully dressed when walking into the facility
- User groups will designate 1 person to be responsible for skate guards and masks
- Maximum number of persons (players/coaches/officials) on the ice is 30
- Proper physical distancing must be maintained, except while on the ice.
- Amateur and recreational sports leagues may resume so long as they do not allow prolonged or deliberate physical contact between players or if they have modifications to avoid physical contact between players
- 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,
  - i. Contains no more than 50 players and does not permit its teams to play against teams outside of the league, or
  - ii. Divides its teams into groups of 50 or fewer and does not permit teams in different groups to play against one another or against teams outside the league
- Each rental group will be let in the facility 0-10 minutes prior to rental start time and only after they have completed the organization's/Township's screening and contact tracing processes
- Participants will leave masks and skate guards in designated area and go directly on the ice upon entering the facility
- Physical distancing markers have been laid out throughout the facility and must be followed
- Only the main lobby men's and one woman's washroom is available. Access is restricted (as posted) to a limited number of users at any given time



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- After your rental, exit the ice surface through the proper designated exit
- All players must put their masks and skate guards back on immediately after exiting the ice surface. Players will exit the facility immediately after rental through the designated exit
- Refrain from loitering or socializing inside or outside the facility
- Do not share equipment unless it is disinfected before and after each use

### 6. Curling Ice

- Curlers must enter the facility through the main curling entrance on the west side of the facility
- All curlers must wear a mask while in the facility until entering their respective curling sheet
- NO spectators will be permitted
- Curlers will be let into the facility as a group 10 minutes before their scheduled rental time
- Contact Tracing form must be filled out immediately upon entering the facility or before arriving at the facility
- Proper physical distancing must be maintained, except while participating on the ice
- Curlers should attempt to physical distance as much as possible even while participating
- No more than one (1) sweeper at any given time
- Curlers must bring their own brooms and sliders. Club brooms and sliders will NOT be available for use
- There will be a break between rental times of no less than 45 minutes for cleaning and disinfecting
- Curlers must exit the facility within 10 minutes of their designated rental ending time (example: rental time = 6:00pm – 7:30pm. Curlers must exit the facility by 7:40pm)
- Curlers must exit the facility through the main curling exit on the west side of the facility
- NO spectators



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7. Hall Rentals

- All visitors must enter through the designated entrance
- Proper physical distancing **MUST** be maintained at all times
- Renters must adhere to the COVID-19 occupancy limits of each rental space
- Any planned events/games must be approved by the Manager of Recreation, Parks and Facilities
- All visitors must exit through the designated exit

8. User Group Requirements

- All user groups/participants will be required to agree to the terms of our rental agreement
- All users/participants must sign a COVID-19 "**Waiver and Liability Form**"
- User Groups with the help of staff will be responsible for screening and contact tracing for each participant at every ice session
- Each user group shall designate a member to oversee adherence to the COVID-19 protocols are being followed
- Each rental group is responsible to provide first aid in the case of an injury
- All user groups must provide prove of insurance in the amount of no less than two million (\$2,000,000) liability or purchase insurance through the Township