



## STAGE 3 HEALTH & SAFETY PROTOCOLS FOR RE-OPENING

### EMO-LAVALLEE COMMUNITY CENTRE

The Township of Emo wants to make your visit to the Emo-LaVallee Community Centre a safe and fun experience for everybody. That's why we prepared this guide for safe facility use. Its rules and policies will be strictly enforced to keep you and everyone else safe during our re-opening in Stage 3.

Whether you are a participant, coach, official, parents, staff or contractor, you are all responsible to prevent the 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 rentals.

**At this time the arena will be open by appointment only.**

When an appointment is made, the group/team leader will be given all the information needed before entering the arena – safety protocols, waiver, and designated entrance door. Inside each entrance is a sanitizing station and sign-in sheet. EVERYONE must sign in and out when entering and leaving the building.

**The following rules and policies are applicable throughout all the Township of Emo's facilities and grounds. User groups may have additional health and safety requirements. The Township will require a copy of these additional requirements before granting use of the Emo-LaVallee Community Centre.**

#### 1. Employee & Guest Health

##### PHYSICAL HEALTH

Before entering the facility, all staff and users are encouraged to complete a COVID-19 self-assessment. More information and tools are available at: [www.nwhu.on.ca/covid19](http://www.nwhu.on.ca/covid19).

If you are feeling ill, please do not enter the building. Symptoms of COVID-19 may include, but are not limited to:

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

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 the requirements set forth by the Northwestern Health Unit's Medical Officer of Health under the Authority of the *Reopening Ontario Act*, **ALL** visitors entering the facility **MUST** wear either a medical facemask or a non-medical face-covering. Anyone not wearing either, will be asked to leave the facility until they are able to cover their nose and mouth with a face covering. 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.

#### **FOOD & DRINK**

NO FOOD OR DRINKS are allowed in the arena, with the exception of participant's personal water bottles.

#### **PHYSICAL DISTANCING**

Visitors are required to practice physical distancing by standing at least 2 metres (6 feet) away from any other visitor(s). Spaces have been labelled where visitors must stand/sit. Employees will be reminded not to touch their faces and to practice physical distancing by standing at least 2 metres (6 feet) away from guests and other employees when possible. The office and concession will be modified to protect our guests and our team.

#### **HAND SANITIZER**

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

#### **CONTACT TRACING**

Individual Visitors: **EVERYONE** entering the building, aside from employees working out of the Emo-LaVallee Community Centre, **MUST** sign in at the designated entrance door prior to proceeding through the lobby and **MUST** sign out before leaving the building.

User Groups: The User Groups are responsible for screening their athletes/parents and coaches/officials. User Groups must provide the Township with their policies and procedures for screening their membership and contact tracing prior to entering the lobby. User Group Contact Tracing will be coordinated between the front doors and the office.

#### **GUEST SIGNAGE**

There will be physical distancing markings on the 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 protocol to wear, handle, and dispose of masks.

## **2. Employee Responsibilities**

#### **HAND WASHING**

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 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.

### **COVID-19 TRAINING**

All employees will receive training on COVID-19 safety and sanitation 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 as required by the Northwestern Health Unit's Medical Officer of Health under the authority of the *Reopening Ontario Act*. 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). Disposable gloves will be provided to employees whose responsibilities require them, including cleaning and customer service staff, along with employees in direct contact with guests.

### **3. Cleaning Products & Protocols**

Our cleaning products and protocols meet guidelines and are approved for effective use 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: desk stations, door handles, washrooms, tables, equipment, time clock/score board controls and standing areas. Cleaning logs will be posted throughout the Emo-LaVallee Community Centre.

### **DRESSING ROOMS**

Dressing rooms will be available for skate tying. There is a capacity limit of 10 players per dressing room. One parent per child can tie skates, but must stay in the bubble with that child until they go on the ice. At that time, they will move toward the ice surface together - the child will go on the ice, and the parent will go to the stands. Please obey all hand-washing signage. Soap and paper towels will be well stocked and garbage containers regularly emptied.

### **STAFF AREAS**

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, and washrooms. 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 a new employee. This includes, but is not limited to computers, payment terminals, engineering tools, safety buttons, cleaning equipment, keys and all other direct items used throughout the rink.

#### **4. General – All Programs and Departments**

- If you are displaying any symptoms of respiratory illness or the flu, please stay home. Self-assess your condition using at [www.nwhu.on.ca/covid19](http://www.nwhu.on.ca/covid19) before coming.
- Practice social distancing. Refrain from hugging, high-fiving, gathering in groups, etc.
- Wash your hands after using our facilities.
- Refrain from spitting on the ice and throughout the facility.
- All visitors are required to wear a face covering while in the building.
- All skaters and coaches must wear a face covering in the facility until they put their helmets on. Any coaches not on the ice (in the players' benches) must wear a face covering.
- One parent/guardian per player will be granted access to the arena. No siblings or other family members of the player will be allowed. Parent/guardian must wear a face covering at all times and adhere to physical distancing requirements.

#### **5. Hockey/Figure Skating Programs**

- All skaters/guests must enter through the designated entrance for their rental time.
- Players must dress at home to the extent possible.
- Dressing rooms will be available for skate tying only. Showers are turned off.
- Maximum number of persons (players/coaches/officials) on the ice is 30.
- Proper distancing must be maintained at all times. 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: 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 and does not permit teams in different groups to play against one another or against teams outside the league.
- Each rental group is allowed in the building 15 minutes prior to rental start time and only after they have completed their organization's screening and contact tracing process.
- Only use the dressing room and bench that you were assigned to when entering the building.
- Skater (minor) and parent/guardian physical distancing markers have been laid out at each dressing station.
- After your rental, exit the ice, take off your skates, and exit the building as quickly as possible through the designated exit.
- All players and guests must exit the building 10 minutes after ice rental has finished.
- Refrain from loitering or socializing inside or outside the building.

- All skaters/coaches must wear a face covering while in the building (except on the ice).

## **6. Other Programs**

The Emo LaVallee Community Centre Board has not yet established a return date for other programming. Upon doing so, we will provide the procedures for each program.

## **7. User Group Requirements**

- All user groups will be required to submit a COVID-19 safety plan to the Township of Emo and agree to the terms of our COVID-19 Waiver of Liability (Appendix C).
- Groups are encouraged to have each of their participants sign an 'Assumption of Risk or Waiver document' before their first on-ice session and will be responsible for screening and tracking attendance for each participant and parent/guardian at every ice session.
- Each user group shall designate a member to oversee adherence to the return to sport plan and COVID-19 protocols are being followed.
- A maximum of 30 participants on the ice (max level includes players, coaches, officials) will be allowed on the ice surface.
- Leagues can have a maximum of no more than 50 players and does not permit its teams to play against teams outside of the league, or more if more than 50 players 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.
- No intentional or prolonged contact allowed on the ice.
- Do not share equipment unless it is disinfected before and after each use.
- Ice times may be staggered between user groups to reduce over crowding.
- Operating hours subject to change.
- Participants will not be able to enter the facility until fifteen (15) minutes prior to the start of their ice time through a designated entrance, and must vacate the premises ten (10) minutes after the session has concluded.
- Each rental group is responsible to provide first aid.

## **USER PROTOCOLS: ICE RENTAL**

Once signed in, users are to proceed directly to dressing rooms.

### **Hours 1 & 3:**

Dressing rooms 1 and 4 are the designated dressing rooms for these rental hours. After signing in and sanitizing hands, proceed directly to dressing room 1. If you are the first to arrive, proceed through to dressing room 4 to the closest available space. The dressing rooms will fill up this way until participants are in either of the two rooms. The parent/guardian must keep their mask on at all times and stay in a "bubble" with their child until it is time to go on the ice.

When it's time to go on the ice, the child and parent closest to the door in dressing room 4 will exit into the lobby and proceed through the doors by the canteen to the ice surface. Once the child is safely on

the ice, the parent/guardian will proceed to the stands. There will be no loitering or watching from the lobby.

At the end of the ice rental, the players will file back into the dressing rooms in the opposite order, with their parent/guardian to remove skates and helmet.

The child will put on their boots/coat, and exit through the main door with their parent/guardian. Both will sign out and sanitize hands when leaving.

#### **Hours 2 & 4:**

Dressing rooms 2 and 3 are the designated dressing rooms for these rental hours. Participants will enter through the east handicap door, sanitize their hands and sign in immediately, before proceeding to dressing room 2. If you are first to arrive, proceed through to dressing room 3 to the closest available space. The dressing rooms will fill up this way until participants are in either of the two rooms. The parent/guardian must keep their mask on at all times and stay in a “bubble” with their child until it is time to go on the ice.

When it's time to go on the ice, the child and parent closest to the door in dressing room 2 will exit into the hallway and proceed through the doors by the office to the ice surface. Once the child is safely on the ice, the parent/guardian will proceed to the stands. There will be no loitering or watching from the lobby.

At the end of the ice rental, the players will file back into the dressing rooms in the opposite order, with their parent/guardian to remove skates and helmet.

The child will put on their boots/coat, and exit through the west handicap door with their parent/guardian. Both will sign out and sanitize hands when leaving.

#### **In the event of a game between two teams:**

One team will use the main entrance and the other will use the east handicap entrance.

The team using dressing rooms 2&3 will use the south bench, and the teams using dressing rooms 1&4 will use the door by the canteen and proceed to the north bench.

Referees will use the main entrance and proceed directly to the Referees Room where they can prepare for the game. Spray bottles with sanitizing agents will be available in the Referees Room, and users will be expected to spray down any touchable surfaces before leaving the room.

Only one person is allowed in the time box. There will be a spray bottle available with sanitizing agents – users will be required to spray down any touchable surfaces when entering and exiting the time box.

Access to the Minor Hockey Office will be limited to two people, and should not be used during regular ice times. Spray bottles with sanitizing agents will be available in the Minor Hockey Office, and users will be expected to spray down any touchable surfaces before leaving.

#### **Dressing Room 6 Rental:**

User renting dressing room 6 will be responsible for the cleaning and disinfection of the room after every use. Cleaning products will be supplied. All other rental rules must be followed.

One person from each team or group must take responsibility for the rental group and sign a COVID-19 Waiver of Responsibility (Appendix C).

### **USER PROTOCOLS: HALL RENTAL**

- The renter will be required to sign all waivers provided and ensure guests follow all procedures and protocols.
- Hall users will enter and exit through the main entrance
- Sanitizing hands is required at the main entrance before proceeding upstairs, following the appropriate arrows. Ensuring all participants sign in is the responsibility of the renter. Sign-in sheets are to be left in the hall at the end of the rental, to be picked up by Arena personnel.
- The kitchen will not be available.
- NO FOOD will be allowed in the hall. Users may bring their own beverage of choice.
- The maximum people allowed in the hall will be determined by provincial guidelines, as they open and close. It is the responsibility of the renter to ensure tables and chairs are properly spaced to ensure social distancing.
- If using the hall for an exercise program, it is the responsibility of the renter to provide temporary marking to ensure participants maintain social distance.
- All tables and chairs must be left where they were used to ensure they are sanitized before the next rental.







## APPENDIX C: COVID-19 WAIVER OF RESPONSIBILITY



### The Corporation of the Township of Emo

P.O. Box 520, Emo, Ontario, P0W 1E0

Website: [www.emo.ca](http://www.emo.ca)  
E-mail: [township@emo.ca](mailto:township@emo.ca)

Phone: 807-482-2378  
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### COVID-19 – WAIVER OF RESPONSIBILITY

#### PLEASE READ CAREFULLY

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, provincial, and local governments such as the Township of Emo and federal and provincial health agencies recommend social distancing and have put in place preventative measures to reduce the spread of COVID-19 at its facilities.

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I agree that I am the responsible renter, and agree that myself and all participants involved will follow all policies, procedures, and protocols set forth in the Township of Emo's *Stage 3 Health and Safety Protocols for Reopening – Emo LaVallee Community Centre*.

I agree to abide by any additional rules and regulations put in place by the Township of Emo, and to follow the instruction and advice of Emo LaVallee Community Centre staff.

I agree that this waiver is not a substitute for any other documentation or registration information that I might be required to execute in order to enroll myself or my child(ren) in activities at the Emo LaVallee Community Centre.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and the risks of becoming exposed. I voluntarily assume the risk that myself or my child(ren) may be exposed to or infected by COVID-19 through Emo LaVallee Community Centre rentals or similar activities, whether infection occurs before, during, or after participation, and that such exposure or infection may result in personal injury, illness, permanent disability, and death.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date