



# COVID-19 Arena Protocols

September 15, 2020

The health and safety of our customers and employees is our number one priority. When the arena facilities continue to open, we will be operating under a number of strict safety precautions, and with services that may be limited.

The following protocols have been developed to reduce the risk of transmission of COVID-19 among our customer and employees. We have been working closely with the Ontario Hockey Federation (OHF), Hockey Canada, Ontario Recreation Facilities Association (ORFA), as well as Simcoe Muskoka District Health Unit to implement best practices and return to play guidelines for physical distancing to ensure the safety of everyone in our facility.

With these COVID-19 safety protocols in place, there are a few things that we'll be doing differently, and we appreciate everyone's adherence to them while visiting our facilities. Please familiarize yourself with these protocols prior to arriving at any Clearview Township Arena. It is essential that customers take these policies and precautions seriously to support a safe and healthy experience for everyone.

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## **Safety Precautions**

- All persons entering our facilities must wear a face covering that securely covers the nose, mouth and chin as required
  - o Persons who are engaged in on-ice activity are exempt while on the ice, in accordance with the Emergency Orders.
- Physical distancing of 2 metres (6 feet) is required at all times
- Ensure you wash or sanitize your hands upon arrival and often throughout your day



- Be advised that all customers will be required to passively screen themselves for COVID-19 symptoms (via signage) before being allowed to enter the facility. This will be done by having to answer “no” to the various questions posted near the entrance.
- Surfaces and other high touch points will be cleaned and disinfected frequently by staff. Clearview employees have had appropriate training and personal protective equipment for their work environment and will be actively screened by their Supervisor before entering the facility.

### **Ice Bookings**

- All bookings must be done in advance through the Recreation Department 705-428-6013, option 2, or emailing [jcodyre@clearview.ca](mailto:jcodyre@clearview.ca)
- Each booking will include a 10 minute flood
- Bookings must adhere to all Provincial restrictions in place at time of booking
- Stage 3 legislation states – Sports may only be practiced or played ‘if they do not allow for physical contact between players or if they have been modified to avoid physical contact between players.’
- If applicable, groups must follow the appropriate governing body’s (i.e., Clearview Minor Hockey) return to play guidelines.

### **Before You Arrive**

- Enter through the main doors
- Players must be fully dressed before entering the facility, as change rooms may or may not be available
  - Exception given to goalies: they must be dressed minus skates, pads, uppers and gloves
- It is strongly encouraged to have the coach/manager/organizer assemble the entire team or group and have them enter together, fully dressed
- No individuals, teams or groups will be allowed to enter earlier than 15 minutes before rental time to help minimize rental overlap
  - Parents and guardians must remain outside until the rental starts. It is encouraged that if a skater needs assistance from a parent that the coach or trainer cannot handle, they may come in to help, but once finished, go back outside until the rental start time
- Water bottles should be filled in advance



### **Please Be Aware**

- As per Provincial Orders, no amenity (i.e., each ice pad) should have more than 50 total patrons (skaters, coaches, spectators), while ensuring physical distancing of 2 metres (6 feet). Township staff will be monitoring patron levels and it is assumed that groups will proactively limit numbers accordingly to ensure compliance
- The players' benches will be open for use but it is suggested they are only accessed for those rentals playing games. Player's benches will be sanitized by Township staff prior to each rental during the flood
- Our general areas of the facility (i.e., lobby, viewing areas) will have limited access, and customers must stay within the stanchions and directional markings
- Warm-ups will not be allowed inside the facility under any circumstances
- Concessions will remain closed
- Customer service desks will remain closed until further notice
- Public washrooms will be open

### **Spectators**

- 1 spectator per participant may be allowed depending on the program and the number of patrons in the building.
- Groups should look to minimize the number of total spectators where possible, and communicate accordingly to all participants in advance
  - It is strongly encouraged that parents and guardians with players Under 13 and older do not enter the facility as a spectator unless absolutely necessary. They should only drop off and pick up their player
- Spectators will be asked to view the rink from the designated viewing area, and to not interfere with any traffic of participants entering or exiting the ice surface
- Spectators will not be permitted inside any earlier than the established start time of the rental.
  - For example, 11:00am rental - spectators cannot access the building until 11:00am, and must leave the facility immediately (i.e., wait for your skater outside) at the conclusion of the rental group getting off the ice. This helps ensure overlap of groups doesn't put numbers above the 50 patron threshold
- It is encouraged that spectators for the same rental assemble outside, and enter altogether



- Spectators must maintain a 2m physical distance from one another at all times

**Following Your Rental**

- Players are not allowed to undress out of their equipment inside the facility.
- Players must exit the facility as they entered (dressed in their equipment)
- Please proceed out of the facility using the directional markings, and proceed to your vehicle



## **Guidelines for public skating programs (subject to change)**

### Facility Access

- Facility entry will be for skaters who have a reservation in the public skating.
- Public skating will be capped at 40 skaters.
- Patrons may reserve their use online up to 48 hours in advance. Payment will be required at time of online reservation. Phone in reservations will also be available with payment required at time of reservation.
- Loitering or spectating in lobby areas will not be permitted.
- Safety signage and floor markers will be posted.

### Pilot Public Skate Schedule

- The facility will open with a pilot schedule to monitor operations.
- School bookings will not be permitted at this time (subject to change).

### Temporary Admissions Policy Change to Ensure Facility Guideline Compliance

- Children 9 and under will be required to have a parent or caregiver with them, exception will be children who are part of a user group.
- No memberships or discounted admission rates at this time. All admissions will pay single or family drop in admission rate.

### Patrons

- Will be assigned a bleacher seat.
- Will store their personal belongings in bleacher.
- Zero tolerance for spitting.
- Drinking fountains will not be available and facility users will be encouraged to bring their own water bottles.
- Skate rentals and helmets will not be available.

### Cleaning Protocols

- Disinfection will occur after each public skate session.
- Any equipment that is required to be shared between employees or public will be disinfected after use. Skating supports, music player etc.



## **Responsibilities**

### **Employer Responsibilities**

1. Plan, implement and supervise Clearview Township's COVID-19 Employee Safety Plan in the Parks, Culture and Recreation Department.
2. Ensure that hand cleaning and personal protective equipment (PPE) are available to employees.
3. Ensure employees are given information about COVID-19 as it is made available.
4. Train Parks, Culture and Recreation employees on new procedures as related to COVID-19.
5. Have site specific control measures regarding the disinfection of commonly touched items and surfaces.
6. Use relevant recreation professional organizations for re-activating and re-opening recreation spaces and facilities.
7. Periodically review COVID-19 Employee Safety Plan and update sections of this document.
8. Implement and update Safe Use Guidelines for facilities with new information as it is made available.
9. Establish guidelines and expectations for safe use of recreation spaces.
10. Restrict and/or close recreation spaces if necessary.

### **Supervisor Responsibilities**

1. Ensure workers know the risk hazards for the workplace.
2. Ensure workers are made aware of COVID-19 plans and safety procedures.
3. Ensure workers know how to use PPE and the expectations for use.
4. Direct employees to work in a manner where they eliminate, minimize and/or mitigate risks.
5. Send workers home if they are sick.
6. Consider and plan how to accomplish work that requires more than 1 person and where physical distancing cannot be maintained.

### **Employee Responsibilities**

1. Be knowledgeable about hazards in the workplace.
2. Follow established procedures.
3. Use PPE as required.
4. Report unsafe work practices and/or conditions.
5. Self-monitor for symptoms of COVID-19 and in the event you become sick, you will report to your supervisor immediately.
6. If you develop flu- like symptoms you will be required to request a COVID-19 test.



## **REQUIREMENTS FOR FACILITY USER GROUPS**

All user groups will have a COVID-19 Return to Play Protocols in place that clearly demonstrates how activities provided will align with the directives of the Provincial Health Officer, provincial/national sport governing body and any other applicable authority or law designed to reduce the potential of contracting or transmitting COVID-19.

The user group's COVID-19 Return to Play Protocols will be made available for review by all of its group membership. User group members are expected to adhere to their group's protocols as well as the Township's protocols for safe use in the respective facility. Every user group will have a representative (Door Ambassador) who will monitor facility entry and screen members for COVID-19 (specific to indoor facilities). This representative (Door Ambassador) will only permit their group members access into the facility.

The user group is responsible for enforcing their group's COVID- Return to Play Protocols and ensuring their members follow Clearview Township's protocols. If the user group fails to follow their own COVID-19 Return to Play protocols or Clearview Township's protocols, then the user group's permit or contract may be temporarily revoked or cancelled. In the event that this happens, the user group will have no claim to damages or reimbursement other than the pro-rated rental fee.

COVID-19 Safety Plan will include the following:

1. Follow national/provincial organizations if it applies to you and adapt to your local Township's protocols.
2. Risk assessment identifying areas where people gather, situations and processes where individuals are close to one another, any equipment that may be shared and surfaces people touch often.
3. Limit the number of people and ensure physical distance of at least 2 metres is maintained. Distance depends on activity.
  - a. Procedures outlining how members will maintain minimum distance.
  - b. Procedures outlining how spectators will maintain physical distancing if allowed.
  - c. Procedures for access and egress from the facility including parking lots.
4. Frequent cleaning and hygiene.
  - a. Procedures to promote hand hygiene.



- b. User group will need to have their own hand sanitizer available to members.
- 5. Cleaning and disinfection reducing risk of surface transmission.
  - a. Users will sanitize their own equipment and do so with their own cleaning supplies.
  - b. Cleaning protocols for common areas and surfaces in permit or contracted spaces will be depend on facility and will be available upon request.
  - c. Remove unnecessary tools and equipment.
  - d. Establish procedures for managing equipment needs for members to avoid sharing items.
- 6. Determine the gathering size based on the physical distancing requirements (2 metres).
  - a. Adhere to facility use area with capacities.
- 7. Develop health screening protocols to ensure members do not come into the facility if they are sick, or have not come into contact who has had COVID-19, or been out of the country in the last 14 days.
- 8. Identify your user group's first aid attendant, and ensure they have a first aid kit with appropriate PPE supplies.
- 9. Indicate how you will share your user group's Safety Plan and the Township's protocols.
  - a. How will you monitor compliance? Who can the Township contact if a concern arises?
- 10. Develop communication plan and training.
  - a. Communication and training plan to ensure everyone is trained in policies and procedures, and documentation for proof of training for all employees, volunteers, and participants in safety control measures.
  - b. All participants have received the policies for staying home when sick.
- 11. Coaches or safety volunteers have been trained on monitoring members to ensure policies and procedures are followed.
- 12. User group will have a representative (Door Ambassador) posted at designated indoor entry point to screen members entering the facility to communicate all guidelines and directives.
  - a. Door Ambassador will have a member registration/invite list for facility entry. This list may be required by the City for contact tracing.
- 13. Ensure your user group's patrons understand there is no insurance coverage for contagion. This means your group could face a litigation claim should someone develop COVID-19 while participating or attending your activity and/or event. Key is to mitigate the risk.



14. In addition to permit or contract the user groups will be required to sign COVID 19 Assumption of Risk form.
15. Monitor and update plans as necessary.

All facility user groups will complete an Covid-19 Assumption of Risk Facility Use and Rental Contract/Agreement – **Appendix A**

All facility user groups will have a COVID-19 Safety Plan, and user groups who do not have governing organizations can use one of the following templates.

1. Hockey groups can use the COVID-19 Safety Plan template – **Appendix B**
2. Non-affiliated sport groups can use COVID-19 Safety Plan template–**Appendix C**
3. Activity groups can use COVID-19 Safety Plan template – **Appendix D**



## Appendix A

### **Covid-19 Assumption of Risk Facility Use and Rental Contract/Agreement**

Clearview Township has decided to reopen our facilities and offer services to our community cautiously, with the safety of our staff and community being our priority. This includes permitting user groups access to our facilities, but solely on the basis that COVID-19 precautions will be adhered to by any and all user groups and individual participants.

COVID-19 remains a worldwide pandemic and a threat to our local health and safety. We know the following (this list is not intended to be exhaustive):

1. The infectious agent has caused cases and outbreaks of a serious communicable disease known as Covid-19 among the population of the Province of Ontario;
2. Our public health officials have determined this constitutes a regional event, as defined in the Public Health Act;
3. A person infected with Covid-19 can infect other people with whom the infected person is in contact; and
4. The gathering of people in close contact with one another can promote the transmission of Covid-19 and increase the number of people who develop Covid-19.

We cannot be certain that a person (of any age) will not contract Covid-19 at one of our facilities and/or while participating in one of our programs, but we have taken the steps required to develop our Covid-19 Arena Protocols for our respective facilities, which are available for your review upon request. We have implemented these Protocols and will be applying our operational procedures in conjunction, but the risk remains that a COVID-19 outbreak could occur despite our best efforts.

As the representative of a user group, you are required to read and confirm that you understand our Covid-19 Arena Protocols for the facility you are using and/or renting and you agree to follow our operational procedures. You are required to circulate this Appendix to other organizers, board, executive, etc and participants of your program. Further, you are required to take steps to ensure you're your participants act in accordance to our Covid-19 Arena Protocols and all applicable operational procedures of the facility. Failure to adhere could result in your user



group's contract and/or agreement being revoked without refund of any fees and/or any particular person being banned from access to our facilities.

It is vital that no person who feels sick in any way visit any of our facilities and/or utilize any of our services. It is also vital that no person brings a child who feels unwell or is showing any symptoms of illness to any of our facilities and/or programs.

I have read, understand and agree to this Appendix to Facility Use and Rental Contract / Agreement/ Permit.	INITIAL HERE
I have reviewed Clearview Township's COVID-19 Arena Protocols for the applicable facility	INITIAL HERE
I have reviewed Clearview Township's COVID-19 facility operational procedures (if any).	INITIAL HERE
I have reviewed this Appendix to Facility Use and Rental Contract / Agreement Form with other organizers, board, and executive and will make my participants aware.	INITIAL HERE

\_\_\_\_\_  
Print name clearly

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Organization



## Appendix B

### **Hockey User Group COVID-19 SAFETY PLAN CHECKLIST**

We offer this checklist to assist hockey groups to create their COVID-19 Arena Protocols for the facility on which they will return to play.

By order of the Provincial Health Office, all organizations must develop a COVID-19 Safety Plan for their operations. This includes sport groups that are using municipal properties.

This tool can be used to guide you through the planning process. There is no standard document for your COVID-19 Safety Plan – you may use this document, or another document that meets your needs, to develop your plan.

Sport organizations have developed or are now developing their sport specific Safety Plans.

Your group cannot exceed 50 individuals, including participants, coaches, assistants, spectators.

Your plan will not be approved by the municipality but will be reviewed and form an essential component of your rental agreement/contract.

It is the responsibility of your group to ensure your COVID-19 Safety Plan is followed by members of your group.

Your COVID-19 Safety Plan must align with your sport's Return to Sport plan. For hockey:

National Sport Organization: Hockey Canada

Provincial Sport Organization: OHF

Local Sport Organizations, to be searched by location

Your COVID-19 Safety Plan must make clear that physical contact is not permissible in Phase 2, and will have a measured and gradual re-entry in Phase 3 of the OHF Restart Plan.

The following steps will guide you through the development of your safety plan.



### **Step 1: Review the Municipality COVID-19 Safety Plan**

- o We have received and reviewed the Municipal COVID-19 Safety Plan, and aligned our COVID-19 Safety Plan with the Municipal Plan.
- o We confirm that our group will not exceed 50 individuals, including participants, coaches, assistants, spectators.

### **Step 2: Assess the risks at your sport**

Identify areas where there may be risks, either through close physical proximity or through contaminated surfaces. The closer together individuals are and the longer they are close to each other, the greater the risk.

We have identified and have a mitigation plan for areas where people gather, such as:

- staging areas, benches, lace-up spaces, chalk talk space, entrances and exits, dressing rooms, viewing spaces, lobbies, etc.
- o We have identified situations and processes where individuals may be close to one another or members of the public
- o We have identified the equipment that may not be shared by individuals We have identified surfaces that people touch often and must be sanitized
- o We have a first aid response plan.

### **Measures in place**

List the risks and measures identified in your sport environment.



### **Step 3: Implement protocols to reduce the risks**

Select and implement protocols to minimize the risks of transmission. Look to the following for information, input, and guidance:

- o Your sport-specific guidelines (Hockey Canada, OHF, PJHL, etc).
- o ORFA Recreation Facility Covid-19 Reentering and Reopening Guidelines
- o Municipal facility guidelines (available upon request)
- o Orders, guidance, and notices issued by the provincial health officer and relevant to your industry (updates will also be posted at [www.ontario.ca](http://www.ontario.ca))
- o Municipalities expect local hockey groups to refer to their COVID-19 Safety Plan as they develop a plan specific to the facility which is descriptive of their ice activity.

#### **First level protection (elimination): Limit the number of people and ensure physical distance whenever possible**

- o We have established maximum player numbers for our sport that meets facility requirements. We agree that we will have no more than the number of players on the ice that is determined by the arena facility which takes into account the ability to maintain 2 metres between individuals in all areas of the arena (not item 2 above). The maximum number of players on a 1500m<sup>2</sup> size rink is 20 players and 5 coaches on the ice at any time, provided the congestion areas (item 2 above) are able to facilitate physical distancing.
- o We acknowledge that the maximum number of players on the ice will be up to 20 persons on the ice.
- o We acknowledge that the ice capacity is the decision of the municipality.
- o We have implemented measures to keep participants and others at least 2 metres apart, wherever possible, including plans off-ice warm-up, expedient arrival and departure, coming in gear, etc.
- o We have communicated to the players, coaches, parents and all individuals associated with our group that we have established measures to keep participants and others at least 2 metres apart, wherever possible.



- o We have established and communicated occupancy limits for common areas such as meeting rooms, change rooms, and washrooms.

**Measures in place**

List your control measures for maintaining physical distance in your sport environment.

**Second level protection (engineering): Barriers and partitions**

- o We have considered and are prepared to bring barriers to separate sport participants where they can't keep physically distant.
- o We have discussed with the municipalities the engineering barriers that have been installed.

**Measures in place**

Describe how barriers or partitions will be used in your environment (if appropriate).



### **Third level protection (administrative): Rules and guidelines**

- o We have identified rules and guidelines for how participants, coaches, volunteers, spectators should conduct themselves in order to reduce transmission of COVID-19.
- o We have clearly communicated these rules and guidelines through a combination of training and signage.
- o We have identified an individual to be our COVID-19 Safety Plan Ambassador who will oversee our group's adherence to our plan.
- o We have agreement from all participants that they will adhere to the rules and guidelines we have established to keep participants and others at least 2 metres apart, wherever possible.

### **Measures in place**

List the rules and guidelines that everyone is required to follow. This should include movement from the parking lot or arrival area to the area and play and back. The rules must include things like how the game will be played to ensure 2 metre distance between players and coaches etc, how the limit of 50 for the event will be ensured, how congested areas will be managed to reduce gathering and lingering, hand hygiene protocols (come with clean hands, bring and frequently use personal hand sanitizers), no sharing of equipment, and wiping down equipment after use.



#### **Fourth level protection: Using masks (optional measure in addition to other control measures)**

- o We have reviewed the information on selecting and using masks and instructions on how to use a mask.
- o We understand the limitations of masks to protect the wearer from respiratory droplets.
- o We understand that masks should only be considered when other control measures cannot be implemented.
- o We have trained individuals on the proper use of masks (if applicable).

#### **Measures in place**

Who will use masks?

What instances will require the use of masks?

How have participants been informed of the correct use of masks?

#### **Reduce the risk of surface transmission through effective cleaning and hygiene practices**

- o We have reviewed the information on cleaning and disinfecting surfaces.
- o Our sport facility has enough handwashing stations on site for our participants. Handwashing locations are visible and easily accessed.



- o We have communicated good hygiene practices to participants, coaches, volunteers, etc.
- o We have implemented cleaning protocols for all common areas and surfaces.
- o We have removed unnecessary equipment to simplify the cleaning process

### **Cleaning protocols**

Provide information about your cleaning plan. Specify who is responsible for cleaning, the cleaning schedule, and what the cleaning protocols will include (e.g., which surfaces, tools, equipment, etc).

### **Step 4: Develop policies**

Develop the necessary policies to manage your sport.

- o Our policies ensure that participants and others showing symptoms of COVID-19 are prohibited from participating in sport activities
- o Anyone who has had symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
- o Anyone directed by Public Health to self-isolate.



- o Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms.
- o Our policy addresses individuals who may start to feel while participating. It includes the following:
  - o Instruct the participant to go straight home. [Consult the BC COVID-19 Self-Assessment Tool, or call 811 for further guidance related to testing and self-isolation.]
  - o Sick individuals should report to first aid (or designated individual), even with mild symptoms.
  - o Sick participants should be asked to wash or sanitize their hands, provided with a mask, and isolated.
  - o If the participant becomes severely ill (e.g., difficulty breathing, chest pain), call 911. Clean and disinfect any surfaces that the ill worker has come into contact with.

### **Measures in place**

List your relevant policies

### **Step 5: Develop communication plans**

You must ensure that everyone participating in the sport activity knows how to keep themselves safe while participating:



- o We have created and communicated to participants, coaches, and support volunteers our safe sport plan that adheres to physical distancing, and have confirmed that they agree to play our sport as outlined
- o We have communicated that participants not observing the new safe sport plan will not be permitted to play.
- o We have a communication and training plan to ensure everyone is trained in policies and procedures.
- o All participants have received the policies for staying home when sick.
- o We have posted signage at the sport location, including occupancy limits and effective hygiene practices.
- o We have posted signage indicating who is restricted from participating, including visitors and workers with symptoms.
- o Coaches or safety volunteers have been trained on monitoring participants to ensure policies and procedures are being followed.

**Measures in place**

Describe your communication plan



### **Step 6: Monitor and update your plans as necessary**

Things may change as your sport operates. If you identify a new area of concern, or if it seems like something isn't working, take steps to update your policies and procedures.

- o We have a plan in place to monitor risks.
- o We make changes to our policies and procedures as necessary.
- o Individuals know who to go to with health and safety concerns.
- o When resolving safety issues, we will involve designated health and safety representatives

### **Step 7: Assess and address risks from resuming operations**

If your workplace has not been operating for a period of time during the COVID-19 pandemic, you may need to manage risks arising from restarting your programming/business.

- o We have a training plan for new staff, coaches, volunteers.
- o We have a training plan for staff, coaches, volunteers taking on new roles or responsibilities.
- o We have a training plan around changes to our return to play.
- o We have identified a safe process for cleaning and removing things that have been out of use.

### **Step 8: Provide your municipal host with your COVID Safety Plan**

- o We understand that before we are permitted to play on or in municipal parks & recreation spaces, a safety plan must be submitted. **It is not the role of the Municipality to approve your safety plan, but you must have one in order to have access to municipal spaces.**
- o We understand that failure to adhere to the safety plan could result in the removal of access to municipal spaces.



## Appendix C

### **Non-Affiliated Sport Group COVID-19 SAFETY PLAN TEMPLATE**

Clearview Township is providing this template to assist sport groups not affiliated with organized sport at the local (LSO) or provincial (PSO) levels.

By order of the Provincial Health Office, all organizations must develop a COVID-19 Safety Plan for their operations. This includes sport groups that are using municipal properties.

This tool can be used to guide you through the planning process. There is no standard document for your COVID-19 Safety Plan – you may use this document, or another document that meets your needs, to develop your plan. Provincial Sport Organizations have developed or are now developing their sport specific template to support Safety Plan development.

Your plan will not be approved by the municipality, but will be reviewed and form an essential component of your rental agreement/contract.

Your COVID-19 Safety Plan must align with your sport's Return to Sport;

#### **Step 1: Review the Municipality COVID-19 Safety Plan**

We have received and reviewed the Municipal COVID-19 Safety Plan, and aligned our COVID-19 Safety Plan with the Municipal Plan.

#### **Step 2: Assess the risks at your sport**

Identify areas where there may be risks, either through close physical proximity or through contaminated surfaces. The closer together individuals are and the longer they are close to each other, the greater the risk.

- o We have identified areas where people gather
- o We have identified situations and processes where individuals are close to one another or members of the public
- o We have identified the equipment that may be shared by individuals



- o We have identified surfaces that people touch often
- o We have a first aid response plan

### **Step 3: Implement protocols to reduce the risks**

Select and implement protocols to minimize the risks of transmission.

Look to the following for information, input, and guidance:

Your sport-specific guidelines

ORFA sector Guideline

Municipal facility guidelines (available upon request)

Orders, guidance, and notices issued by the provincial health officer and relevant to your industry (updates will also be posted at [www.ontario.ca](http://www.ontario.ca))

Ensure you have a risk reduction plan that includes the following levels of protection cited by the Ontario Provincial Government:

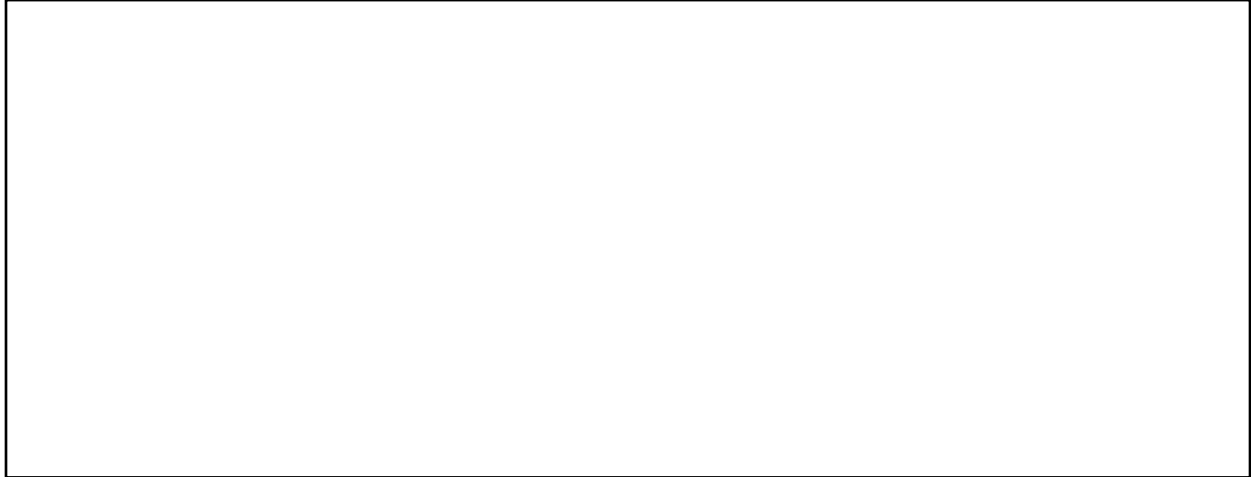
First level protection (elimination):

Limit the number of people and ensure physical distance whenever possible

- o We have established maximum program numbers for our program that meets facility requirements
- o We have implemented measures to keep participants and others at least 2 metres apart, wherever possible.
- o We have established and posted/published occupancy limits for common areas such as meeting rooms, change rooms, washrooms, and elevators (if applicable).

### **Measures in place**

List your control measures for maintaining physical distance in your sport environment.



Second level protection (engineering):  
Barriers and partitions

- o We have considered and are prepared to bring barriers to separate sport participants where they can't keep physically distant.
- o We have discussed with the municipalities the engineering barriers that have been installed.

**Measures in place**

Describe how barriers or partitions will be used in your environment (if appropriate).

Third level protection (administrative):  
Rules and guidelines

- o We have identified rules and guidelines for how participants, coaches, volunteers, spectators should conduct themselves in order to reduce transmission of COVID-19.
- o We have clearly communicated these rules and guidelines through a combination of training and signage.



### **Measures in place**

List the rules and guidelines that everyone is required to follow. This should include movement from the parking lot or arrival area to the area and play and back. The rules must include things like how the game will be played to ensure 2metre distance between players and coaches etc, how the limit of 50 for the event will be ensured, how congested areas will be managed to reduce gathering and lingering, hand hygiene protocols (come with clean hands, bring and frequently use personal hand sanitizers), no sharing of equipment, and wiping down equipment after use.

Fourth level protection:

Using masks (optional measure in addition to other control measures)

- We have reviewed the information on selecting and using masks and instructions on how to use a mask.
- We understand the limitations of masks to protect the wearer from respiratory droplets.
- We understand that masks should only be considered when other control measures cannot be implemented.
- We have trained individuals on the proper use of masks (if applicable).

**Measures in place**

Who will use masks?

What instances will require the use of masks?

How have participants been informed of the correct use of masks?

Reduce the risk of surface transmission through effective cleaning and hygiene practices

- o We have reviewed the information on cleaning and disinfecting surfaces.
  - o Our sport facility has enough handwashing stations on site for our participants. Handwashing locations are visible and easily accessed.
  - o We have communicated good hygiene practices to participants, coaches, volunteers, etc.
  - o We have implemented cleaning protocols for all common areas and surfaces.
  - o We have removed unnecessary equipment to simplify the cleaning process
- Cleaning protocols

Provide information about your cleaning plan. Specify who is responsible for cleaning, the cleaning schedule, and what the cleaning protocols will include (e.g., which surfaces, tools, equipment, etc).



#### **Step 4: Develop policies**

Develop the necessary policies to manage your sport.

Our policies ensure that participants and others showing symptoms of COVID-19 are prohibited from participating in sport activities

- o Anyone who has had symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
- o Anyone directed by Public Health to self-isolate.
- o Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms.

Our policy addresses individuals who may start to feel while participating. It includes the following:

- o Instruct the participant to go straight home. [Consult the Ontario COVID-19 Self-Assessment Tool]
- o Sick individuals should report to first aid (or designated individual), even with mild symptoms.
- o Sick participants should be asked to wash or sanitize their hands, provided with a mask, and isolated.
- o If the participant becomes severely ill (e.g., difficulty breathing, chest pain), call 911. Clean and disinfect any surfaces that the ill worker has come into contact with.

#### **Step 5: Develop communication plans**

You must ensure that everyone participating in the sport activity knows how to keep themselves safe while participating:

- o We have created and communicated to participants, coaches, and support volunteers our safe sport plan that adheres to physical distancing, and have confirmed that they agree to play our sport as outlined



- o We have communicated that participants not observing the new safe sport plan will not be permitted to play.
- o We have a communication and training plan to ensure everyone is trained in policies and procedures.
- o All participants have received the policies for staying home when sick.
- o We have posted signage at the sport location, including occupancy limits and effective hygiene practices.
- o We have posted signage indicating who is restricted from participating, including visitors and workers with symptoms.
- o Coaches or safety volunteers have been trained on monitoring participants to ensure policies and procedures are being followed.

#### **Step 6: Monitor and update your plans as necessary**

Things may change as your business operates. If you identify a new area of concern, or if it seems like something isn't working, take steps to update your policies and procedures.

- o We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.
- o Individuals know who to go to with health and safety concerns.
- o When resolving safety issues, we will involve designated health and safety representatives

#### **Step 7: Assess and address risks from resuming operations**

If your workplace has not been operating for a period of time during the COVID-19 pandemic, you may need to manage risks arising from restarting your programming/business.

- o We have a training plan for new staff, coaches, volunteers.
- o We have a training plan for staff, coaches, volunteers taking on new roles or responsibilities.



- o We have a training plan around changes to our business/programming.
- o We have identified a safe process for cleaning and removing things that have been out of use.

**Step 8: Provide your municipal host with your COVID Safety Plan**

- o We understand that before we are permitted to play on or in municipal parks & recreation spaces, a safety plan must be submitted. It is not the role of the Municipality to approve your safety plan, but you must have one in order to have access to municipal spaces.
- o We understand that failure to adhere to the safety plan could result in the removal of access to municipal spaces.



## Appendix D

### **Activity Group COVID-19 SAFETY PLAN TEMPLATE**

Clearview Township has created this template to assist groups renting Municipal space in the creation of a COVID-19 Arena Protocols. The template is applicable to those user groups whose activities are not sport based.

By order of the Provincial Health Office (PHO), all organizations must develop a COVID-19 Safety Plan for their operations. This includes any organized groups using municipal properties.

This tool can be used to guide you through the planning process. There is no standard document for your COVID-19 Safety Plan – you may use this document, or another document that meets your needs, to develop your plan.

Your plan will not be approved by the municipality but will be reviewed and will form an essential component of your rental agreement/contract.

#### **Step 1: Review the Municipality COVID-19 Arena Protocols**

- o We have received and reviewed the Municipal COVID-19 Arena Protocols specific to the facility/space we are requesting to use, and aligned our COVID-19 Safety Plan with the Municipal Plan.

#### **Step 2: Assess the risks at your activity**

Identify areas where there may be risks, either through close physical proximity or through contaminated surfaces. The closer together individuals are and the longer they are close to each other, the greater the risk.

- o We have identified areas where people gather.
- o We have identified situations and processes where individuals are close to one another or members of the public.
- o We have identified the equipment and /or objects that may be shared by individuals.
- o We have identified surfaces that people touch often.



### **Step 3: Implement protocols to reduce the risks**

Select and implement protocols to minimize the risks of transmission. Look to the following for information, input, and guidance:

- o ORFA sector Guideline Municipal facility guidelines (available for review on request)
- o Orders, guidance, and notices issued by the Provincial Health Officer (PHO)
- o Ensure you have a risk reduction plan that includes the following levels of protection cited by the Ontario Provincial Government:

First level protection (elimination): Limit the number of people and ensure physical distance whenever possible

- o We have established maximum participant numbers for our program that meets facility requirements and does not exceed the PHO mass gathering limit of 50.
- o We have implemented measures to keep participants and others at least 2 metres apart, wherever possible.
- o We have communicated to our participants the occupancy limits for common areas we are using such as meeting rooms, change rooms, washrooms.

### **Measures in place**

List your control measures for maintaining physical distance in your activity environment.



Second level protection (engineering):  
Barriers and partitions

- o We have considered and are prepared to bring barriers to separate activity participants where they can't keep physically distant.
- o We have discussed with the municipality the engineering barriers that have been installed.

### **Measures in place**

Describe how barriers or partitions will be used in your environment (if appropriate).

Third level protection (administrative): Rules and guidelines

- o We have identified rules and guidelines for how participants, volunteers, spectators (as applicable) should conduct themselves in order to reduce transmission of COVID-19.
- o We have clearly communicated these rules and guidelines through a combination of digital messaging and signage.

### **Measures in place**

List the rules and guidelines that everyone is required to follow in order to remain two metres apart. This should include movement from the parking lot or arrival area to the rented area and back. The rules must include things like how the 2 metre distance between participants will be maintained, how the limit of 50 for the event will be ensured, how congested areas will be managed to reduce gathering



and lingering, hand hygiene protocols (come with clean hands, bring and frequently use personal hand sanitizers), no sharing of equipment and/or objects, and cleaning them after use.

Fourth level protection:

Using masks (optional measure in addition to other control measures) We have reviewed the information on selecting and using masks and instructions on how to use a mask.

- o We understand the limitations of masks to protect the wearer from respiratory droplets.
- o We understand that masks should only be considered when other control measures cannot be implemented.

### **Measures in place**

Who will use masks?

What instances will require the use of masks?

How have participants been informed of the correct use of masks?



Reduce the risk of surface transmission through effective cleaning and hygiene practices

- o We have reviewed the information on cleaning and disinfecting surfaces.
- o Handwashing locations are visible and easily accessed.
- o We have communicated good hand hygiene practices to participants, volunteers, etc.

Cleaning protocols

Provide information about your cleaning plan. Specify who is responsible for cleaning, and what the cleaning protocols will include (e.g., which surfaces, equipment, objects, etc).

#### **Step 4: Develop policies**

Develop the necessary policies to manage your activity.

Our policies ensure that participants and others showing symptoms of COVID-19 are prohibited from participating in activities.

- o Anyone who has had symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
- o Anyone directed by Public Health to self-isolate.



- o Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms.
- o Our policy addresses individuals who may start to feel ill while participating. It includes the following:
  - o Instruct the participant to go straight home. [Consult the Ontario COVID-19 Self-Assessment Tool]
  - o Sick individuals should report to first aid (or designated individual), even with mild symptoms.
  - o Sick participants should be asked to wash or sanitize their hands, provided with a mask, and isolated.
  - o If the participant becomes severely ill (e.g., difficulty breathing, chest pain), call 911. Clean and disinfect any surfaces that the ill worker has come into contact with.

### **Step 5: Develop communication plans**

You must ensure that everyone participating in the activity knows how to keep themselves safe while participating:

- o We have created and communicated to participants and support volunteers our safe activity plan that adheres to physical distancing, and have confirmed that they agree to participate in our activity as outlined.
- o We have communicated that participants not observing the new safe activity plan will not be permitted to participate.
- o We have a communication and training plan to ensure everyone is trained in policies and procedures.
- o All participants have received the policies for staying home when sick.

### **Step 6: Monitor and update your plans as necessary**

Things may change as your activity gets underway. If you identify a new area of concern, or if it seems like something isn't working, take steps to update your policies and procedures.



- o We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.
- o Individuals know who to go to with health and safety concerns.
- o When resolving safety issues, we will involve designated health and safety representatives.

### **Step 7: Assess and address risks from resuming operations**

If your activity has not been operating for a period of time during the COVID-19 pandemic, you may need to manage risks arising from restarting your program.

- o We have an education or training plan for new participants and volunteers, or those with new roles.
- o We have identified a safe process for cleaning and removing things that have been out of use.

### **Step 8: Provide your municipal host with your COVID-19 Safety Plan**

- o We understand that before we will be permitted to participate in our activity on or in municipal recreation and parks spaces, a safety plan must be submitted to the Municipality.
- o We understand that failure to adhere to the safety plan could result in the removal of access to municipal spaces.

Note: It is not the role of the Municipality to approve the safety plan, but you must have one in order to have access to municipal spaces.