



CLEARVIEW

# STEP #3 RE-OPENING PROTOCOLS FOR ARENA FACILITY

September 21, 2021

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 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.

## **Proof of Vaccination Policy**

The Province of Ontario has implemented a vaccine requirement for individuals entering recreation facilities, coming into effect **September 22<sup>nd</sup>, 2021.**

For User groups who want spectators present at their rentals, it will be the responsibility of the User groups and their volunteers, to screen their spectators for double vaccination. The information (if any) stays with the User groups and its not required by Clearview Township.

All participants, parents/guardians/spectators will be required to show proof of double vaccination (second dose received at least 14 days prior to visit) or



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a letter stating a medical exemption, each time they enter a recreation facility with the following exemptions:

- Children under the age of 12
- Youth under the age of 18 who are actively participating in an organized sport.

**\*\*Patrons between the ages of 12-18 will be exempt from the vaccination requirement while at the facility actively participating in an organized sport but will be required to show proof of vaccination while at the facility as a spectator\*\***

If your Provincial Sport Governing Body requires all players, coaches, etc. to be fully vaccinated, it is your responsibility to confirm vaccination status with your members.

Clearview Township will only allow the enforcement of the Provincial vaccination requirements at the entrance to our arena facilities.

### **Proof of Vaccination**

One of the following documents must be provided to confirm proof of vaccination:

- An Ontario vaccination receipt from a vaccine clinic (printed copy)
- A vaccination receipt signed by an Indigenous Health Provider
- An Ontario Ministry of Health vaccination receipt received by email following your appointment (digital or printed copy)
- Downloaded vaccination receipt from Ontario's provincial booking portal
- A vaccination receipt from another jurisdiction that shows the holder is fully vaccinated against COVID-19

### **Identification Documents**

Supporting identification documents must be presented that show the name and date of birth of the individual:

- Birth certificate
- Citizenship card
- Driver's licence
- Government (Ontario or other) issued identification card, including health card



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- Indian Status Card/Indigenous Membership Card
- Passport
- Permanent Resident card

### **Medical Exemptions**

Written medical exemptions must include the following:

- First and last name of the person with the medical exemption
- The physician or registered nurse's information including:
  - Name and contact information of physician or registered nurse
  - Logo or letterhead identifying the physician or registered nurse
  - Statement that there is a medical reason for the individuals exemption
  - Effective time-period for the medical exemption

### **Process for Entering a Recreation Facility as of September 22, 2021**

Participant and parent/guardian/spectator are required to complete the facility entrance screening

1. Participant is required to confirm their name on the program roster. If under the age of 18, proceed to the dressing room or changeroom. If over the age of 18, provide proof of vaccination and identification document
2. Parent/Guardian/Spectator – if under the age of 12, provide identification document. If 12 years and older, provide proof of vaccination and identification document

Please be kind and patient, we understand this process will be confusing and time consuming in the beginning. We encourage all participants to come prepared with the necessary documents out and ready for review. Remember, we are all in this together.

**Staff of Clearview Township have done their best to manage all of the challenges and changes that the Covid-19 pandemic has thrown at all of us. Your kindness and patience are appreciated as we work together through this latest change in pandemic protocols. Our goal is to abide by the Provincial regulations and keep everyone as safe as possible.**

**Abusive behaviour will not be tolerated, and staff will disengage with patrons who are not respectful, at all times. Clearview Township's Bad Behaviour Policy will be enforced with disrespectful patrons.**



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For more information current Provincial regulations, please visit <https://news.ontario.ca/en/release/1000807/ontario-releasing-guidance-to-support-proof-of-vaccination-policy>

### **Safety Precautions**

- All persons entering our facilities must wear a face covering that securely covers the nose, mouth and chin as required
  - Persons who are engaged in on-ice activity are exempt while in the dressing room area and on the ice.
- Physical distancing of 2 metres (6 feet) is encouraged for users of the arenas and always required by the spectators, unless you live in the same household.
- 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 by staff as frequently as is necessary to maintain sanitary conditions. Clearview Township 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 and District Health Unit restrictions in place at time of booking
- Step 3 legislation states – All Sports may be practiced or fully played within the indoor facility
- If applicable, groups must follow the appropriate governing body’s (i.e., Clearview Minor Hockey) return to play guidelines.



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### **Before You Arrive**

- Enter through the main doors
- All dressing rooms will be made available within the arena locations.
- Make sure you have the proper face covering to enter the facilities

### **Change Rooms**

- The change rooms will be available to each organization. Capacity limits will be set and posted on each door. Users must maintain a physical distance of at least 2 meters (6 feet) from every person in the change room and in any event does not exceed 50% capacity.
- Washrooms and showers will be available for users

### **Please Be Aware**

- The players' benches will be open for use but is suggested they are only accessed for those rentals, corresponding users and coaches. Player's benches will be sanitized by Township staff twice daily.
- Dry land warm-ups will not be allowed inside the facility
- Concessions may open and operate as per Ministry of Health guidelines
- Customer service desks will be opened and available for the public.
- Public washrooms will be available with a suggested capacity limit of 2 patrons at once, within the washroom

### **Spectators**

#### PROOF OF VACCINATION

All rentals who desire to host spectators during their event are responsible for the screening and validation of the proof of vaccination.

Everyone must follow the same guidelines above under the Proof of Vaccination policy (page 1).

All information must be provided to Clearview Township in a timely manner (daily).

- Capacity limits for spectators in the bleacher area for the **Stayner Arena** will be set at **225** during Step 3.
- Capacity limits for spectators in the lobby area the **Stayner Arena** will be set at **25** during Step 3.
- Capacity limits for spectators in the bleacher area for the **Creemore Arena** will be set at **130** during Step 3.



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- Capacity limits for spectators in the lobby area the **Creemore Arena** will be set at **10** during Step 3.
- Groups should look to minimize the number of total spectators where possible, and communicate accordingly to all participants in advance
- Spectators will be asked to view the rink from the designated bleacher area, and to not interfere with any traffic of participants entering or exiting the ice surface
  
- Capacity limits will be monitored and if limits are at a constant capacity, 1 spectator per participant may be enforced, depending on the program and the number of patrons in the building.
  
- 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, if erected and applicable.

#### Following Your Rental

- Please proceed out of the facility using the directional markings



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

### Facility Access

- Facility entry will be for skaters who have a reservation in the public skating program. Pre-registration is required for capability purposes.
- Public skating will be capped at 20 skaters.
- Patrons may reserve their use online up to 48 hours in advance. Online payments is encouraged for all reservation. Phone in reservations will also be available with payment encouraged at time of reservation.
- Loitering or spectating in lobby areas will not be permitted.
- Safety signage and floor markers will be posted, if required.

### Public Skate Schedule

- The facility will open to public skating with a flexible schedule to monitor operations.
- School bookings will be permitted (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 seating area.
- Will store their personal belongings on the bleacher.
- Zero tolerance for spitting.
- Drinking fountains will be available but facility users are encouraged to bring their own water bottles.

### Cleaning Protocols

- Disinfection may 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 for 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 that are part of a sanctioned organization 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 Clearview Township's protocols for safe use in the respective facility. Every user group are should 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 dressing room and ice location of 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 Clearview 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 per team and ensure physical distance of at least 2 metres is maintained while walking in and put of the facilities. Distance may depend on the activity and include the following:
  - a. Procedures outlining how members will maintain minimum distance.
  - b. Procedures outlining how spectators will maintain physical distancing, if applicable.
  - c. Procedures for access and egress from the facility including parking lots.



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4. Frequent cleaning and hygiene.
  - a. Procedures to promote hand hygiene.
  - b. User group should 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 available upon request.
  - c. 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 Clearview Township or the local health unit for contact tracing.
13. 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.

Hockey groups can use the COVID-19 Safety Plan template – **Appendix B**



## Appendix A

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

Clearview Township has decided to reopen their arena facilities and offer services to the community cautiously, with the safety of the staff and community being priority. This includes permitting user groups access to the 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 the 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. The 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 Clearview Township's facilities and/or while participating in one of the programs, but we have taken the steps required to develop the Covid-19 Arena Protocols for the respective facilities, which are available for review upon request. We have implemented these Protocols and will be applying the operational procedures in conjunction, but the risk remains that a COVID-19 outbreak could occur despite the 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 the 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 your participants



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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 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

### **COVID-19 SAFETY PLAN CHECKLIST (TEMPLATE)**

We offer this checklist to assist hockey groups to create their COVID-19 Arena Safety Plan 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 safety plan.

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 (if applicable).

For hockey:

National Sport Organization: Hockey Canada  
Provincial Sport Organization: OHF  
Local Sport Organizations, to be searched by location

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.

**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:

- o 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.
- 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, 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.





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### **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.



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- 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



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### **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.