

	STATEMENT OF PROCEDURE TOWN OF ARNPRIOR		HR-COVID-03B
	Subject:	COVID-19 Safety Guidelines for Public Access - Recreation Facilities	
	Department:	Recreation Department	
	Issue to:	All Facility Users and Spectators	
	Approval Authority:	CAO Per Delegation of Authority	
	Effective Date:	May 20, 2020	
	Last Updated:	October 12, 2021 (Updates highlighted in yellow)	

1. PURPOSE

The purpose of this document is to outline procedures to be followed to ensure an increased focus on health and safety for public access to Town Recreation facilities during the global COVID-19 pandemic and will remain in effect until government officials advise public health and safety measures are no longer required.

2. SCOPE

The health and safety of facility users and members of the public is priority. These protocols meet or exceed the Public Health guidelines and will remain in effect until these public health and safety measures are no longer required.

3. RESPONSIBILITY

- 3.1 The Director of Recreation is responsible for ensuring this SOP is up to date, communicated to facility user groups, facility users and accessible to members of the public who utilize the facility.
- 3.2 All facility users and members of the public must comply with the procedural guidelines contained within. Violations should be reported to the Director of Recreation or delegate.
- 3.3 Any clarification or interpretation of the SOP required will be the responsibility of the Director of Recreation or CAO.

4. PROCEDURES

4.1 COVID-19 Screening

All facility users and members of the public are required to complete the COVID-19 customer screening questionnaire (<https://covid-19.ontario.ca/screening/customer/>) prior to entering the facility for any programming, event or other in-person activity. If you do not receive a green check mark after completing the screening, you are not permitted to enter the facility.

All renters / facility user groups are responsible to actively screen their participants, volunteers and spectators. This information must be submitted to the Town of Arnprior immediately following each rental and can be submitted to the NSC office or emailed to attendance@arnprior.ca.

4.2 Contact Tracing

Participants in Town programming will be required to provide contact information for contact tracing purposes. This information will be safely file and only provided to a Public Health Unit as required.

All renters / facility user groups are responsible to actively obtain contract tracing / attendance information for their participants, volunteers and spectators. The contact tracing / attendance list should include name and contact information and be maintained for a period of no less than 30-days. This information must be submitted to the Town of Arnprior immediately following each rental and can be submitted to the NSC office or emailed to attendance@arnprior.ca.

4.3 Proof of Vaccination

As per Ontario Regulation 364/20, with limited exception, each patron who enters the Nick Smith Centre is required to provide, at the point of entry, proof of identification and proof of being fully vaccinated against COVID-19.

An individual is considered fully vaccinated if they have received:

- The full series of a COVID-19 vaccine authorized by Health Canada, or any combination of such vaccines, or
- One or two doses of a COVID-19 vaccine not authorized by Health Canada, followed by one dose of a COVID-19 mRNA vaccine authorized by Health Canada, or
- Three doses of a COVID-19 vaccine not authorized by Health Canada; and
- They received their final dose of the COVID-19 vaccine at least 14 days before providing the proof of being fully vaccinated.

The Town of Arnprior **will not** retain any information provided by a patron with respect to proof of vaccination.

The proof of identification and proof of vaccination against COVID-19 requirements **do not** apply to:

- (a) Children under 12 years of age.
- (b) Patrons under 18 years of age who are entering the indoor premises of a facility used for sports and recreational fitness activities solely for the purpose of actively participating in an organized sport and applies to training, practices, games and competitions. Examples include sports leagues, organized pick-up sports, dance classes, martial arts, swimming classes.

Note: The exemption does not apply to youth who are spectators at sporting events. Nor does the exemption apply to youth who are using a gym or other area with exercise equipment or weights unless actively participating in an organized sport. For clarity, proof of vaccination for spectators and drop-in program participants is required for those 12 years of age and older.

- (c) Patrons who present identification and a written document stating that the individual is exempt for a medical reason.

The written document needs to be completed and supplied by a physician (designated as “MD”) or by a registered nurse in the extended class (designated as “Registered Nurse (Extended Class)”, “RN(EC)”, “Nurse Practitioner” or “NP”) stating that the individual is exempt for a medical reason from being fully vaccinated against COVID-19 and the effective time-period for the medical reason.

All renters / facility user groups are responsible to actively verify proof of vaccination prior to entry into the facility for all participants, volunteers and spectators and submit their **attestation form** (Appendix D) that this has been completed the Town of Arnprior and can be emailed to attendance@arnprior.ca

4.4 Public Safety Measures

- (a) **Face Masks:** Face masks must be worn at all times in public areas of the Nick Smith Centre – this includes the lobby, hallways, washrooms and change rooms. Face masks should only be removed when a helmet is put on prior to going on the ice or into the pool. Food and beverages is permitted in the facility, however you must be seated and physically distanced while consuming your food or beverage. Masks must be worn when not eating.

- (b) **Physical Distancing:** Patrons and spectators must maintain a physical distance of at least two metres from every other person in the establishment except from their caregiver or from members of the person's household. For clarity, this includes any persons engaged in physical fitness training activities, such as fitness classes.
- (c) **Capacity Limits:** All patrons and facility users must adhere to the capacity limits for each area of the building as posted. All rental groups with spectators are responsible for ensuring that capacity limits are not exceeded during their rental period.
- (d) **Gathering Limits:** Users must not exceed any applicable gathering restriction or the Town of Arnprior may require any users to leave the facilities and its premises forthwith.
- (e) **Facility Specific Procedures:** Public interaction and safety guidelines vary between each area of the NSC. Procedural guidelines specific to each area are presented in individual Appendices.

Appendix A – Pool

Appendix B – Arenas

Appendix C – Community Hall

4.5 COVID-19 Positive Cases

- (a) Any user diagnosed with COVID-19 must be cleared by appropriate medical authorities prior to attending or participating in any activity at the facility. Evidence of the clearance must be provided to the Member Organization.
- (b) Any COVID-19 positive cases associated with the renter/organization, its members, staff and volunteers must be brought to the attention of the Director of Recreation immediately.
- (c) Any user / spectator diagnosed with COVID-19 must be cleared by appropriate medical authorities prior to attending or participating in any activity at the facility. Evidence of the clearance must be provided to the Member Organization.
- (d) That the Town may, at its sole discretion, withdraw access to all or a portion of the Town's facilities as required due to an outbreak, COVID-19 pandemic emergency, provincial regulation or other urgent situations.

4.6 Compliance

- (a) Users / Associations must follow the standards and guidelines as outlined by their National Sporting Organization, Provincial Sporting Organization or governing body. For any discrepancy between governing body standards and this policy, the stricter guideline will apply.
- (b) Prior to permitting any participants in an organized sports league or event to practice or play sport, the league or event operator is required to provide a safety plan that describe how the requirements of the Step 3 Order will be implemented. This would include:
 - Active Screening and Contact Tracing
 - Physical distancing
 - Masks or face coverings
 - Preventing and controlling crowding
 - Wearing of personal protective equipment (PPE)
 - Hygiene Standards
 - Equipment use and cleaning
 - Action Plan for illness or positive test
- (c) It is all users / associations responsibility to stay up to date on Public Health guidelines and Provincial regulations on sport participation and adhere to any and all updates and changes. Users / organizations that fail to adhere to public health guidelines, provincial regulations and/or this policy will have privileges suspended.

4.7 Acknowledgement of Risk

Use of Town of Arnprior facilities carries with it risk of exposure to communicable diseases and such risk exists in any public place where people are present. It is the user's responsibility to ensure they follow safety precautions outlined in an official capacity by Canadian health authorities, including Ontario Health, Health Canada, and the Renfrew County District Health Unit while using Town of Arnprior facilities.

5. ADDITIONAL RESOURCES

- I. Re-Opening Ontario Guidelines
 - <https://www.ontario.ca/page/reopening-ontario>
- II. Active Screening Tools
 - <https://covid-19.ontario.ca/screening/worker/> (Coaches/Staff)
 - <https://covid-19.ontario.ca/screening/customer/> (Athletes/Spectators)
- III. Safety Plan Guidelines
 - <https://www.ontario.ca/page/develop-your-covid-19-workplace-safety-plan>
- IV. Ontario Regulation 364/20 – Rules for Areas in Step 3
 - <https://www.ontario.ca/laws/regulation/200364> _

- V. Town of Arnprior Facility Usage Policy – www.arnprior.ca
- VI. Canadian Adult Recreation Hockey Association (CARHA)
- <https://www.carhahockey.ca/cms/Recommendations-for-Resuming>
- VII. Ontario Recreation Facilities Association – <https://www.orfa.com/covid19>

APPENDIX A

POOL

1. POOL SPECIFIC PROCEDURES

- 1.1** Entry & Exit: Members of the public accessing the pool must enter the Nick Smith Centre via the main entrance and walk around the stanchions and enter the pool via the pool dressing rooms. Swimmers will then exit the pool area via the change rooms. There are no in-and-out privileges.
- 1.1** Dressing Rooms
- Dressing room access will be limited to 10 minutes before your swim time. Users must leave the dressing room within 10 minutes of coming out of the pool.
 - Masks must be worn in the dressing rooms and must only be removed when in the shower and when a swimmer is about to enter the pool water. Masks must be put back on once the swimmer leaves the pool water and prior to leaving the pool deck.
 - Showers will be open but will be limited to a maximum of two users at any time. Physical distancing must be maintained in the shower area.
 - Dressing room lockers are available and must only be used during your swim period (no permanent locks are permitted at this time). Please use only those lockers identified by a green label.
 - Dressing room capacity is 20.
- 1.2** The washroom area has a maximum capacity of two (2). Users are to respect the amenities that have been placed out of order to maintain physical distancing.
- 1.3** All pool bookings must be made in advance through the online portal or by calling the office. “Drop ins” will not be permitted. Pool booking times for all activities must be adhered to in order to ensure appropriate turn-around and cleaning for the arrival of the next users.
- 1.4** Pool training equipment such as flutter boards, lifejackets, pool noodles, and floatation belts will be available to participants. This equipment cannot be shared with other users and should be placed to side of the pool deck when the users are finished using the equipment so it can be taken out of circulation and sanitized appropriately.

- 1.5** In order to maintain appropriate distancing, a maximum of four lane swimmers will be permitted in each double lane during lane and recreational swims.
- 1.6** Pool Capacity Limits
- Lane/Recreation Swims: Maximum 12 swimmers
 - Fitness/Therapy Swims: Maximum 18 swimmers
 - Seniors/SALC Swims: Maximum 12 swimmers
 - Public Swims / Family Swims: Maximum 30 swimmers
- 1.7** Swimmers must remain in the pool as much as possible and should avoid frequent walking on the deck.
- 1.8** Spectators: Spectators may view swimming lessons and programs from the Community Lounge and Pool View Area. This area has a maximum occupancy of 15. Food and beverages is permitted in the facility, however you must be seated and physically distanced while consuming your food or beverage. Masks must be worn when not eating. Spectators may only enter the facility a maximum 10 minutes before any pool program and must depart within 10 minutes of the programs conclusion.
Note: Food and beverages are not permitted on the pool deck or dressing rooms.
- 1.9** No spitting, nose blowing or other bodily fluids in the pool, on the deck, or in the change rooms.
- 1.10** All other pool rules and municipal by-laws apply.

APPENDIX B ARENAS

1. ARENA SPECIFIC PROCEDURES

- 1.1 Entry & Exit - Arenas: Members of the public accessing the arenas as participants, staff or parents/guardians are to enter and exit through the side doors associated with the applicable arena. There are no in-and-out privileges. Door are not to be propped open for any reason.
- 1.2 Entry and Exit – Ice Surfaces
- Players must enter and exit the ice surface from different doors.
 - **Bert Hall Arena:** Users of dressing rooms 1 and 2 must enter and exit the ice surface via the door behind the goal (below the scoreboard). Users of dressing rooms 3 and 4 must enter and exit the ice surface via the corner door (near the minor hockey office).
 - **Glenn Arthur Arena:** Users of dressing rooms 5 and 6 must enter and exit the ice surface via the corner door. Users of dressing rooms 7 and 8 must enter and exit the ice surface via the door behind the benches/penalty box.
- 1.3 Spectators
- must be complete the screening, contact tracing and proof of vaccination process.
 - can enter the facility a maximum of 20 minutes prior to the program or event they are viewing/attending and must depart within 20 minutes of the events conclusion.
 - must enter through the front entrance of the Nick Smith Centre (unless accompanying a child participating in sport in which case they must enter via the side door of the specific arena and complete screening with the group holding that rental period).
 - must not watch from against the glass along the side boards. Spectators may watch from behind the goals, but cannot consume food or beverage while standing. Spectators are asked to not slap or bang on the glass.
 - user groups must have someone (team manager, etc) assigned to ensure that spectators are following all protocol.
 - Food and beverages is permitted in the facility, however you must be seated and physically distanced while consuming your food or beverage. Masks must be worn when not eating.

1.4 Arena Capacities

- Bert Hall Arena: 700

- Glenn Arthur Arena: 150

Note: Spectators and Participants are not to gathering the main lobby or dressing room hallways. These are transient areas and must remain clear.

1.5 Dressing Rooms

- Users are encouraged to come partially dressed so to support time restrictions and dressing room capacity limits

- Dressing Rooms Capacity:

- Bert Hall Arena: Maximum Capacity of fifteen (15) per room

- Glenn Arthur Arena: Maximum Capacity of twenty (20) per room

- Users are to adhere to the dressing room schedules posted outside dressing room doors and arena entrances.

- Each rental group will have access to two dressing rooms as per usual however dressing room access will be limited to 20 minutes before your rental period and users must leave the dressing room within 20 minutes of coming off the ice.

- Masks must be worn in the dressing rooms and only removed prior to the participant going on the ice.

- The dressing room washroom has a maximum capacity of one (1).

Showers will be open but will be limited to a maximum of two (2) users at a time. Physical distancing must be maintained in the shower area.

- Dressing rooms will not be locked. Please leave all valuables at home.

The Town is not responsible for lost or stolen items.

1.6 Officials & Officials Room

- Officials must enter the Nick Smith Centre via the front entrance, adhere to screening and proof of vaccination requirements, if applicable and sign-in at the front desk providing their name and contact information before proceeding to the officials room inside the Bert Hall Arena.
- User groups that have officials requiring this change room must provide advanced notice to Recreation staff and a schedule of use to ensure the room is opened for users and cleaned at appropriate intervals.
- Masking and physical distancing requirements apply within the officials dressing room.
- The Maximum Capacity for the Officials Room is eight (8).

1.7 Girls / Alternate Changes Room

- User groups that have players requiring this change room must provide advanced notice to Recreation staff and a schedule of use to ensure the room is opened for users and cleaned at appropriate intervals.
- Masking and physical distancing requirements apply within the girls/alternate dressing room.

1.8 No spitting, nose blowing or other bodily fluids on the ice or in any part of the arena, including the change rooms and benches.

1.9 All teams are to supply their own first aid kit that should be with them on the bench.

1.10 The facility will not provide extra equipment such as pucks or pylons.

1.11 All arena rentals or program registration, must be made in advance through the online portal or by calling the office. “Drop ins” will not be permitted. Rental and program times for all events and activities must be adhered to in order to ensure appropriate turn-around and cleaning for the arrival of the next users.

APPENDIX C

COMMUNITY HALL

1. COMMUNITY HALL SPECIFIC PROCEDURES

- 1.1** Users must enter the hall through the main community hall doors at the front of the building, proceed through the hall lobby and into the community hall. No entry is to be made through the main entrance. Users must exit the hall exit the community hall via the front entry or users may use the back emergency exit doors. Should users wish to go elsewhere in the facility, they must use the designated points of entry and exit for that specific part of the building, no exceptions.
- 1.2** The maximum number of occupants varies based on the activity. Users will need to provide program and/or event specific information to the Director of Recreation to confirm maximum capacity.
- 1.3** All renters, in addition to a rental contract are required to sign a facility use waiver prior to use.
- 1.4** All community hall rentals or program registration, must be made in advance through the online portal or by calling the office. “Drop ins” will not be permitted. Rental and program times for all events and activities must be adhered to in order to ensure appropriate turn-around and cleaning for the arrival of the next users.
- 1.5** Users can arrive no more than 10 minutes before their scheduled rental or program time and must depart the community hall within 10 minutes of the conclusion of their scheduled program or rental.
- 1.6** Public washrooms are open during program and rental periods only, located off of the community hall lobby. The washroom area has a maximum capacity of two (2). Users are to respect the amenities that have been placed out of order to maintain physical distancing.
- 1.7** No spitting, nose blowing or other bodily fluids in the community hall.

APPENDIX D
Town of Arnprior – Nick Smith Centre
Vaccination and Screening Attestation
Facility User Groups

Please Print

User Group Name: _____

I/we affirm that all members associated with our group are fully vaccinated against COVID-19 or meet the requirements of an exception as outlined by the Ministry of Health. I understand that if our members are not fully vaccinated they are unable to utilize the Nick Smith Centre facility and its amenities.

In this attestation, “fully vaccinated against COVID-19” means having received a COVID-19 vaccine(s) approved by the World Health Organization (WHO); and having received the final vaccine dose at least 14 days prior to the date of entering the facility.

I/we agree to complete the provincial screening tool prior to entering the Nick Smith Centre for the scheduled activity. If I do not receive a green check mark I will not attend the program and will follow public health guidelines prior to returning to the office.

I/we agree to complete the contact tracing procedures for our user group before engaging in any activity inside this facility.

I/we agree to wear a mask at all times where required as per health, safety and operation guidelines of the Nick Smith Centre.

By signing this attestation, I/we confirm that all of the information and answers provided to the Town of Arnprior are true and correct to the best of my/our knowledge and belief as required by law. I/we understand that any misrepresentation, falsification, or omission of any material facts may render this attestation void.

Name: _____

Signature: _____ Date: _____