Municipality of Southwest Middlesex Reopening of Glencoe Arena and Ekfrid Community Centre.



The Glencoe Arena and Ekfrid Community Centre will open through a deliberate phased approach. This will see facilities opening as provincial regulation allows. The overall safety and community cooperation is required to move from one phase to another. Cooperation is required from Community participants to make this phased approach work.

This document is subject to change at any time without notice.

Gathering Limits

Each facility can accommodate 50 participants at one time as part of the Provincial and Health Unit guidelines.

**Glencoe Arena**

 Arena will open with ice rentals beginning on September 23rd incorporating the requirements/guidelines set out by the Province, Middlesex London Health Unit and the Municipality.

These requirements will include but are not limited to:

* Physical Distancing
* Mask/Face Coverings are required in all areas with the exception of the Ice Surface
* There will be gathering limits such as 4 spectators permitted at any one time. These areas will be identified within the plan for the building.
* No Access to existing dressing rooms, change areas will be provided within the hallways on the north and south parts of the rink. There will be no interaction between groups.
* Contact Tracing, each group using the facility will be required to keep contact tracing records for their particular group and have this available to the local health unit if required.
* Passive screening
* No Showers
* Increased Signage.
* Groups to supply additional liability insurance.

 **Ekfrid Community Centre**

The Ekfrid Community Centre is now open for rentals with the requirements listed below.

* Physical Distancing
* Mask and Face Covering required for all functions.
* Gathering limits
* Contact Tracing will be required to be kept by all groups using the facilities.
* Passive Screening.
* Increase Signage
* Groups to supply additional liability insurance.

**Return to Play Application**

The Municipality of Southwest Middlesex is using the Skate Canada, Hockey Canada, Health Unit return to play documents as a basis for preparing a Return to Play Plan that is guiding our decisions on safe re-opening of facilities located within Southwest Middlesex.

The Municipality of Southwest Middlesex is fortunate to benefit from many volunteer driven community organizations, sport organizations and service clubs who provide social and recreational options for our residents.

As part of the Southwest Middlesex Return to Play Plan, any associations, organizations, or private skills development businesses who use Southwest Middlesex facilities for their rentals will be required to provide for the municipality’s review and approval a ‘Return to Play’ Plan. This will be reviewed and approved by Manager of Parks and Recreation and CAO.

**Application Template**

An Application template is available to all groups for this process.

This template has been developed as a resource and guide for the details you should include in your respective plan. Municipal staff are available as a resource to assist your organization as you develop your plan. Your respective provincial and/or national organizations may have provided you with guideline documents that should be used as a resource when developing your plan.

Other resources that may be helpful to your organization include but are not limited to:

 Middlesex London Health Unit | https://www.middlesexcentre.on.ca/covid-19

 Ontario Ministry of Health | https://covid-19.ontario.ca/

 Provincial Health Services Authority (PHSA) | http://www.phsa.ca/

 Ontario Recreation Facilities Association | https://www.orfa.com/

 Parks and Recreation Ontario | https://www.prontario.org/

**What is Required**

The following is to be provided to the Municipality of Southwest Middlesex for approval prior to your organization commencing operation in any Municipal facility.

Once the plan is accepted by the municipality, it becomes the responsibility of the permit holder to comply with all rules and regulations with respect to the use of the recreation facility, or associated amenities set out by the Province of Ontario, Middlesex London Health Unit Medical Officer of Health or the Municipality of Southwest Middlesex relating to COVID-19.

**Entering the facilities**

All participants are encouraged to arrive at the facility dressed or to be ready for your function.

Each permit holder or renter who is utilizing the facility shall conduct passive screening of all participants and spectators prior to being allowed entry into the facility. If an organization or renter does not have a screening tool they can utilize the self-assessment app which can be found at https://covid-19.ontario.ca/self-assessment/ or the screening tool at the end of this document.

The permit holder will be stationed within the lobby of the facility and will meet participants and spectators as they arrive. This gate keeper will confirm that screening has been completed, take names and phone numbers to allow for contact tracing. Additional screening may take place prior to participants and spectators being granted access to the facility. The organization cannot start to allow their members into the facility until they are operating this registration table, so it is imperative that those individuals arrive first/early.

Participants will be asked to follow the directional signage to the different parts of the facility.

 For the Glencoe Arena players are to stay in their area until ice is ready and they will proceed onto the ice through the designated ice entry point in a physical distanced format. Players who just exited the ice surface have 15 minutes to change and exit the facility through the identified exit

**Exiting the Facility**

Participants and spectators who are within the facility will not be permitted to exit through the main entrance.

**Spectators**

Provincial requirements permit 50 people using the facility at one time. As part of this number we have set up an observer area that can accommodate up to 4 parents or spectators at any one time. This must be controlled through the volunteer monitor of the permit holder.

**Building flow**

For the Glencoe Arena all participants and volunteers will enter through the front entrance and be directed to either the south or north ends of the building. After their use they will use the North and South exit doors to leave the facility.

For the Ekfrid Community Centre normal entrance and exit door will be used maintaining social distancing.

 **Glencoe Arena Ice Schedule**

The 2019/2020 Ice Schedule consisted of 29 hours of ice rented weekly.

Presently we have a tentative commitment of 43 hours per week of operation.

This number will increase based on the regional market for ice use.

The plan is to rent the ice as we have in the past on the hour considering each group will be staged in different parts of the building and will be exiting the building at different ends.

 This will allow the operator to clean each participant area and common areas before the next group arrives. This will also allow us to rent ice on the hour thus concentrating our rentals and maximizing the use of staff.

**Before Attending the Facility**

Organizations/renters must ensure their participants are;

1. Not experiencing any symptom of illness such as cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, headache, sore throat, or new loss of taste or smell.

2. Have not travelled to a highly impacted area in the last 14 days.

3. Do not believe to have been exposed to someone with a suspected and/or confirmed case of COVID-19.

4. Have not been diagnosed with COVID-19 and not yet cleared as non-contagious by local public health authorities.

5. Following recommended health guidelines as much as possible to limit exposure to COVID-19.

**Rules and Regulations:**

1. All participants will be expected to follow the directional arrows and signage when moving throughout the facility.

2. All participants will be expected to use the hand sanitizer stations at the entrance and exit of the facility.

3. All participants must follow the direction of On Duty staff.

4. Failure to follow the directional arrows, signage, commands from On Duty staff or appropriate physical distancing practices will result in expulsion from the facility without refund. The municipality reserves the right to deny access to the facility to any person for any reason.

**Signs**

Many signs will be located around the facilities to assist users in meeting the protocols as established by the local health unit.

This would include Rules Signs, Information signs on COVID 19, Assumption of Risk, Social Distancing and washrooms.

**Hand Sanitizers**

Stand up hand sanitizers will be available in both facilities as part of the reopening. These will be located at the entrance and exits and throughout the facilities.

**Glencoe Arena/Ekfrid Community Centre**

These are the only two facilities that will be available at this time for use. This will ensure that all user groups are complying with the Return to Play plans and will ensure that we can provide safe buildings for all residents to use.

The Glencoe Arena will be open for ice rentals only at this time, any community centre use will be directed to Ekfrid Community Centre.

Currently we are not staffed to implement COVID 19 protocols in all our rented spaces. We do want these requests to be concentrated to ensure that we can clean and look after these buildings so that they are safe for our residents to use.

It is extremely important that everyone understands that opening more facilities at this time will require more staff, or contractors with increased expenditures in the operation and will affect the plan to open the Glencoe Arena and Ekfrid Community Centre.

Both these facilities can accommodate only a certain number of users.

Once we safely open these two facilities we will look at expanding the program if the COVID 19 situation has not changed in the future.

**Liability Insurance for Users of both Facilities**

Most organized renters that have provincial associations already have liability insurance for use in public buildings. These groups will need to supply the Municipality with an Insurance Certificate form noting Southwest Middlesex as “Additional Insured”.

For renters that do not have access to or cannot afford to purchase independent liability insurance the Treasurer is currently pursuing this issue with our Insurance Company to see if these renters can purchase this type of liability insurance for a small fee as part of the rental process.

**General Public Screening Questionnaire**

The Municipality of Southwest Middlesex is taking steps to protect the health and safety of employees. Screening of all individuals, including our own employees, is a condition of being granted entry to this facility.

Date: \_

Name:

Phone: \_

Do you have any new or worsening signs or symptoms (not from a known cause such as seasonal allergies) such as:

 Cough, shortness of breath, sore throat, runny nose, sneezing, nasal congestion Yes

No

 Hoarse voice, difficulty swallowing, loss of smell and/or taste Hoarse voice, difficulty swallowing, loss of smell and/or taste

Yes No

 Nausea/vomiting, diarrhea, abdominal pain, unexplained fatigue/malaise, chills, or headache Yes

No

 Do you have a fever? Yes

No

 Have you travelled outside of Canada or had close contact with anyone that has travelled outside of Canada in the past 14 days?

Yes No

 In the last 14 days, have you had close contact with anyone with respiratory illness or a confirmed or probable case of COVID-19?

Yes No

If you answer yes to anyone of the questions above, you are NOT permitted to enter further. Please go home.

**Return to Play Planning Template (Ice Version)**

**Purpose**

To provide user groups, organizations, businesses and service clubs who use Municipality of Southwest Middlesex facilities as their home base with a template and instructions to prepare and submit their respective “Return to Play” Plan.

Municipal approval may be required prior to commencing operation in any municipal facility based upon the event and the associated risk factor.

**Background**

The Municipality of Southwest Middlesex is using both the Skate Canada and the Hockey Canada Return to Play documents as a basis for preparing a Return to Play Plan that is guiding our decisions on safe re-opening of ice sports in our arena.

The Municipality of Southwest Middlesex is fortunate to benefit from many volunteer driven community organizations, sport organizations and service clubs who provide social and recreational options for our residents.

As part of the Municipality of Southwest Middlesex’s Return to Play Plan, any figure skating associations, hockey organizations, private rentals or private skills development businesses who use our arena for their ice rentals may be required to provide for the municipality’s review and approval a ‘Return to Play’ Plan. This will be reviewed and approved by the Facilities & Recreation Manager and/or the CAO-Clerk.

This template has been developed as a resource and guide for the details you should include in your respective plan. The Facilities & Recreation Manager is also available as a resource to assist your organization as you develop your plan. Your respective provincial and/or national organizations may have provided you with guideline documents that should be used as a resource when developing your plan.

Other resources that may be helpful to your organization include but are not limited to:

• Middlesex London Health Unit | https://www.healthunit.com/novel-coronavirus

• Ontario Ministry of Health | https://covid-19.ontario.ca/

• Provincial Health Services Authority (PHSA) | http://www.phsa.ca/

• Ontario Recreation Facilities Association | https://www.orfa.com/

• Parks and Recreation Ontario | https://www.prontario.org/

**What is Required**

The following is to be provided to the Municipality of Southwest Middlesex for approval prior to your organization being considered for commencing operation in any Municipal facility.

1) Return to Play (Return to Operation) Plan (using this template)

a. Complete the applicable sections below respective to your operation. It would be helpful if you provide a page reference if using information from your respective provincial or national organization documents.

2) Resources or documents provided by your provincial or national organization that you are using or adopting as guidelines.

**Return to Play | Return to Operation Plan**

Organization Name

Contact Name

Email

Phone

Date Submitted

Date Approved

(internal / staff use)

Approved by

(internal / staff use)

1. **Physical Distancing**

Outline or detail the directives your organization is going to implement to ensure physical distancing during your facility rental.

Examples

• 4 Spectators are permitted in designated area at any one time and must be monitored by the organization using the facility.

• Not using change rooms, showers, etc. A public washroom facility will be made available to the organization renting the facility.

• Players will be expected to arrive at the facility with equipment already on. Chairs will be placed in lobby (common area for participants to put on their skates).

• Pre screening form to be completed by each participant prior to entry into facility thus saving any congregating once inside facility.

• Instructor prepares skill development plan in an effort to minimize gathering and lessen gathering instances.

• Normal hourly rentals will be done as in the past. Since groups will be located at each ends of the rink, sanitizing will be completed once the group has left and before the next group arrives.

• Warm up and cool down will not be allowed inside the facility.

• Include any details on how you plan to track and ensure that maximum attendance (as mandated by the Province) is never surpassed during your events.

Our organization's plan is as follows (bullet points are fine)

2. **Cleaning & Sanitization**

Outline or detail the directives your organization is going to implement to ensure cleaning & sanitization during your program.

**Examples**

• There will be no shared equipment amongst team mates or between teams. (Pucks and pylons being the exception for hockey skill development.)

• Every participant will provide and use their own water bottle and place at players’ bench in designated spacing along top of the boards,

• Team personnel will sanitize equipment after each practice.

• Team specific equipment (e.g., jersey) will be carried by team personnel, washed in between each use.

Our organization's plan is as follows (bullet points are fine)

3. **Public Health Directives**

Outline or detail the directives your organization is going to implement to ensure Public Health directives during your program.

**Examples**

• Participants will be directed to sanitize their hands upon arrival.

• Participants to provide own hand sanitizer & wipes to wipe down their own equipment following their on-ice session.

• Hand sanitizer will be provided by our facility at the entrances.

**Return to Facility Planning Template (General)**

**Purpose**

To provide user groups, organizations, businesses and service clubs who use Municipality of Southwest Middlesex facilities as their home base with a template and instructions to prepare and submit their respective “Return to Facility” Plan.

Municipal approval may be required prior to commencing operation in any municipal facility based upon the event and the associated risk factor.

Background

The Municipality of Southwest Middlesex has referenced documents from other municipalities and other organizations as a basis for preparing a Return to Facility Plan that is guiding our decisions on safe re-opening of facilities within our municipality.

The Municipality of Southwest Middlesex is fortunate to benefit from many volunteer driven community organizations, sport organizations and service clubs who provide social and recreational options for our residents.

As part of the Municipality of Southwest Middlesex’s Return to Facility Plan, any groups who use our facilities (arena, halls, sports fields, pavilions, etc.) may be required to provide for the municipality’s review and approval a ‘Return to Facility’ Plan. This will be reviewed and approved by the Facilities & Recreation Manager and/or the CAO-Clerk.

This template has been developed as a resource and guide for the details you should include in your respective plan. The Facilities & Recreation Manager is also available as a resource to assist your organization as you develop your plan. Where applicable, your respective provincial and/or national organizations may have provided you with guideline documents that should be used as a resource when developing your plan.

Other resources that may be helpful to your organization include but are not limited to:

• Middlesex London Health Unit | https://www.healthunit.com/novel-coronavirus

• Ontario Ministry of Health | https://covid-19.ontario.ca/

• Provincial Health Services Authority (PHSA) | http://www.phsa.ca/

• Ontario Recreation Facilities Association | https://www.orfa.com/

• Parks and Recreation Ontario | https://www.prontario.org/

**What is Required**

The following is to be provided to the Municipality of Southwest Middlesex for approval prior to your organization being considered for commencing operation in any Municipal facility.

1) Return to Facility (Return to Operation) Plan (using this template)

a. Complete the applicable sections below respective to your operation. It would be helpful if you provide a page reference if using information from your respective provincial or national organization documents.

2) Resources or documents provided by your provincial or national organization that you are using or adopting as guidelines. Obviously not all user groups have provincial or national organizations to reference.

**Return to Facility | Return to Operation Plan**

Organization Name

Contact Name

Email

Phone

Date Submitted

Date Approved

(internal / staff use)

Approved by

(internal / staff use)

1. **Physical Distancing**

Outline or detail the directives your organization is going to implement to ensure physical distancing during your facility rental.

Examples

• Include plans on controlling attendance, to ensure your events stay within maximum allowable group sizes (as mandated by the Province).

• Pre screening form to be completed by each participant prior to arriving at facility thus saving any congregating once at the facility. Provide details on how these forms will be safely and confidentially maintained for future reference in the event any potential Covid-19 cases become known that attended one or more of your events. Describe the notification process you would follow under this scenario.

• Tables and chairs will be placed a minimum of 6+ feet apart from each other.

• No spectators may be permitted.

• Instructor prepares skill development plan in an effort to minimize gathering and lessen gathering instances.

Our organization's plan is as follows (bullet points are fine)

2. **Cleaning & Sanitization**

Outline or detail the directives your organization is going to implement to ensure cleaning & sanitization during your program. Although most examples provided below are team-related, there are similar measures that should be enforced by facility users that are not sports-related.

Examples

• There will be no shared items/equipment between attendees/participants.

• Every participant will provide and use their own materials (i.e. water bottles) and place their items in designated areas not to be touched by others.

• Assigned individuals (i.e. team personnel) will sanitize items/equipment after each event/practice.

• Team specific equipment (e.g., jersey) will be carried by team personnel, washed in between each use.

Our organization's plan is as follows (bullet points are fine)

3. **Public Health Directives**

Outline or detail the directives your organization is going to implement to ensure Public Health directives during your program.

**Examples**

• Participants will be directed to sanitize their hands upon arrival.

• Participants to provide own hand sanitizer & wipes to wipe down their own equipment following their on-ice session.

• Hand sanitizer will be provided by our facility at the entrances.

4. **PPE**

Describe what Personal Protective Equipment (PPE) is going to be used by your organization for their operation and when will it be utilized.

Examples

• Masks are required for use by all attendees at all times.

Our organization’s plan for PPE is as follows (bullet points are fine)

5. **Resources Included**

Please provide a copy of any guideline documents provided by your respective provincial or national organizations. Highlight the guidelines our organization is implementing and / or include in the respective sections on this template.

The following document(s) are attached (bullet points are fine)

6. **Insurance**

Please provide a current Certificate of Insurance (COI) to ensure your provider will cover your organization for events during this pandemic, with The Municipality of Southwest Middlesex listed as an “Additional Insured” in this COI.

7. **Other**

Provide any other directives or notes your organization will implement to mitigate COVID-19 transmission that don't fit in the categories above.

Submit this form to:

Municipality of Southwest Middlesex

153 McKellar Street, Glencoe, ON, N0L 1M0

T: (519) 287-2015 • E: smacdonald@southwestmiddlesex.ca