

## **Royal Distributing Athletic Performance Centre Re-opening Plan 2020**



**Guelph/Eramosa's Response to COVID-19**

## Table of Contents

1. Definitions.....	3
2. Facility .....	3
3. Background on COVID-19.....	4
4. Provinces proposed measures for Sports and Recreational Fitness.....	5
4. Self-Assessment .....	6
5. Contact tracing.....	8
6. Waivers and Insurance.....	10
7. Provincial Sports Organizations (PSO’s).....	12
8. Personal Hygiene and Personal Protective Equipment (PPE).....	12
9. Occupancy numbers.....	17
10. Facility staffing .....	17
11. Staff training.....	18
12. Pre-registration for Activities and Bookings .....	19
13. Cleaning of high touch points .....	19
14. Equipment use and cleaning.....	19
15. General cleaning and frequency .....	20
16. Permitted activities .....	21
17. Protocol for public to enter and exit the facility for Field use .....	21
18. Facility signage .....	26
19. Length of programs/rentals .....	27
20. Set up and take down .....	27
21. Facility hours .....	27
22. Spectators .....	27
23. Restrooms .....	28
24. Renter/user non-compliance .....	28
25. Equipment Storage .....	28
26. Water Fountains and Vending Machines.....	29
27. Administering First Aid.....	29

In the event of any conflict between this document and any applicable legislation or orders or directives issued by a Health authority, the legislation, order or directive prevails. This document is subject to change at any time without advance notice at the discretion and approval of the Director of Parks and Recreation.

## 1. Definitions

**Contractee:** The contractee is the person or organization that signs the rental contract for a specified duration of time at the Royal Distributing Athletic Performance Centre (RDAPC). The Contractee understands and agrees that the Township of Guelph/Eramosa shall not be liable for any losses or damages incurred by any person using the facility for their game, including sickness or death that occurs as a result of COVID 19 and the Contractee agrees to release the Municipality of The Township of Guelph/Eramosa from any liability in connection therewith and further agrees to indemnify and hold harmless the Municipality of The Township of Guelph/Eramosa from any claim that may be made by anyone using the facility for their league, against the Municipality of The Township of Guelph/Eramosa in connection therewith. The “Contractee” is responsible to ensure current COVID 19 protocols mandated by the Province of Ontario, Wellington-Dufferin-Guelph Public Health, The Municipality of The Township of Guelph/Eramosa and their Provincial Sport Organization where applicable are followed during league play.

## 2. Facility

Located at 7384 Wellington Rd 30 within Marden Park, the Royal Distributing Athletic Performance Centre (RDAPC) is the Township largest recreational facility. Built in 2010 the RDAPC is a 56,000sq/ft multi-purpose recreational facility that offers a 210 M track and an indoor artificial turf playing surface.

Facility Supervisor: Dave Nichol

Contact Info: 519.265.7905

### 3. Background on COVID-19

The novel coronavirus (COVID-19) is a new coronavirus that appeared first in Wuhan, China and has since had cases globally. A novel coronavirus is one that has not been identified in humans before. It is being referred to as COVID-19 (as of February 11, 2020) and belongs to the coronavirus family, which cause a wide range of illnesses ranging from the common cold to more severe respiratory illnesses.

COVID-19 is spread mainly from person-to-person through close contact from respiratory droplets of someone with COVID-19. The respiratory droplets can travel up to two metres/six feet when we cough, sneeze, or talk.

It is possible for a person to get COVID-19 by touching a surface or object that has the virus on it and then touching their mouth, nose, or eyes. This new virus can survive on plastic and stainless-steel surfaces for up to 72 hours but can be killed by most cleaners and disinfectants.

The main measures to prevent the spread of COVID-19 are good personal hygiene such as hand washing, physical distancing by keeping a two metre distance from both staff and customers, frequent cleaning and disinfection of all potentially contaminated surfaces. Additional protective measures to keep everyone safe include: stay home when you are sick, avoid touching your face with unwashed hands, cough or sneeze into your elbow and wear a face mask or covering when in an enclosed public setting.

## 4. Provinces proposed measures for Sports and Recreational Fitness

### Proposed Measures for Sports and Recreational Fitness

	 <b>PREVENT</b> (Standard Measures)	 <b>PROTECT</b> (Strengthened Measures)	 <b>RESTRICT</b> (Intermediate Measures)	 <b>CONTROL</b> (Stringent Measures)
<b>Current Restrictions</b>	Limits: <ul style="list-style-type: none"> <li>• 50 people indoors (classes)</li> <li>• 100 people outdoors (classes)</li> <li>• 50 people indoors (area with weights or exercise equipment)</li> <li>• Spectators allowed (50 indoors and 100 outdoors)</li> <li>• Limit of 50 people per room basis if operating in compliance with a plan approved by the Office of the Chief Medical Officer of Health (Guidance for Facilities for Sport and Recreational Activities)</li> <li>• Team sports must be modified to avoid physical contact; 50 people per league</li> </ul>			<ul style="list-style-type: none"> <li>• Gyms and fitness studios closed</li> <li>• Fitness classes not permitted</li> <li>• Other classes in facilities have maximum of 10 patrons</li> <li>• Outdoor class, organized program or organized activity have maximum of 25 patrons</li> <li>• Team sports must not be practiced or played except for training (no games or scrimmage). No contact permitted.</li> </ul>
<b>Proposed</b>	<ul style="list-style-type: none"> <li>• 50 people indoors (classes)</li> <li>• 100 people outdoors (classes)</li> <li>• 50 people indoors (area with weights or exercise equipment)</li> <li>• Spectators allowed (50 indoors and 100 outdoors)</li> <li>• Limit of 50 people per room basis if operating in compliance with a plan approved by the Office of the Chief Medical Officer of Health (Guidance for Facilities for Sport and Recreational Activities)</li> <li>• Team or individual sports must be modified to avoid physical contact; 50 people per league</li> <li>• Exemption for high performance athletes and parasports</li> <li>• Limit volume of music (e.g., conversation level)/require use of microphone for instructor where needed to avoid shouting</li> </ul>	Measures from previous levels and: <ul style="list-style-type: none"> <li>• Face coverings required except when exercising</li> <li>• Increase spacing between patrons to 3m for areas of a sport or recreational facility where there are weights/weight machines and exercise/fitness classes</li> <li>• Recreational programs limited to 10 people per room indoors and 25 outdoors</li> <li>• Require contact information for all patrons and attendance for team sports</li> <li>• Require appointments for entry; one reservation for teams</li> <li>• <a href="#">Safety plan</a> available upon request</li> </ul>	Measures from previous levels and: <ul style="list-style-type: none"> <li>• Maximum 50 people per facility (revoke CMOH approved plan) in all combined recreational fitness spaces or programs (not pools, rinks at arenas, community centres, and multi-purpose facilities)</li> <li>• Require screening of patrons, including spectators (e.g., questionnaire)</li> <li>• Limit duration of stay (e.g. 60 minutes); exemption for sports</li> <li>• No spectators permitted (exemption for parent/guardian supervision of children)</li> </ul>	Measures from previous levels and: <ul style="list-style-type: none"> <li>• Gyms and fitness studios permitted to be open:               <ul style="list-style-type: none"> <li>• 10 people indoors (classes)</li> <li>• 25 people outdoors (classes)</li> <li>• 10 people indoors (areas with weights or exercise equipment)</li> </ul> </li> <li>• All sports and recreational programs in other facilities (arenas and multiplexes) limited to 10 people per room indoors and 25 outdoors.</li> <li>• Team sports must not be practiced or played except for training (no games or scrimmage).</li> <li>• No contact permitted for team or individual sports.</li> </ul>

LOCKDOWN  
 Stage 1 / Pre-Stage 1

## 5. Self-Assessment

**Staff:** All staff must complete a health screening questionnaire before each work shift. The questions can be completed upon arrival at the staff entry door. Staff will continually be reminded about the importance of reporting illness to their supervisor/manager and not to come to work when they are ill. While at work, if staff become sick with COVID-19 symptoms, they should return home immediately and self-isolate until they can be tested for covid-19 at a public testing centre. If staff test positive for COVID-19 they must report this information immediately to their supervisor. If a staff member receives a positive test result they must self-isolate under the direction of Public Health and may only return to work once they have received a negative test and only under the direction of Public Health. If a staff leaves work or calls in sick with symptoms of Covid they may only return once they receive a negative test result that is shared with their supervisor and have been symptom free for at least 24 hours.

**Township Programming:** Customers will be required to take the online COVID-19 self-assessment <https://covid-19.ontario.ca/self-assessment/> at time of registration and at any point they experience covid-19 symptoms. They will also be required to review the Passive Screening Poster [https://www.wdgpUBLICHEALTH.ca/sites/default/files/file-attachments/business\\_friendly\\_sign.pdf](https://www.wdgpUBLICHEALTH.ca/sites/default/files/file-attachments/business_friendly_sign.pdf) upon entry of the facility. Entry will not be permitted if the customer has any COVID-19 related symptoms.

**Permitted Rentals:** Participants of field rentals will be required at a minimum to take the online COVID-19 self-assessment <https://covid-19.ontario.ca/self-assessment/> at time of registration and at any point they experience covid-19 symptoms. They will also be required to review the Passive Screening Poster [https://www.wdgpUBLICHEALTH.ca/sites/default/files/file-attachments/business\\_friendly\\_sign.pdf](https://www.wdgpUBLICHEALTH.ca/sites/default/files/file-attachments/business_friendly_sign.pdf) upon entry of the facility. Participants will also be required to take any self-assessment measures laid out in the Contractees “Return to Play Plan”.

**Spectators:** When access for spectators to the facility is deemed manageable, spectators will fill out an applicable screening tool implemented by the Contractee. The Contractee will provide RDAPC staff with a list of pre-registered spectators in advance of the designated rental time.

# COVID-19

## Help prevent COVID-19 and other illnesses

You are welcome here if you:

- Have **no** symptoms (fever, cough, runny nose, sore throat or shortness of breath)
- Have **not** travelled outside of Canada in the past 14 days
- Have **not** been in close contact with a confirmed or probable case of COVID-19

**Please remember to practice social distancing and keep a 2-meter (6 feet) space between you and others.**



## 6. Contact tracing

Contact information will be shared to the appropriate authorities should a COVID-19 case be identified. Any personal information that is collected for COVID-19 contact tracing can only be used for this purpose, unless an individual provides their consent. Attendance will be tracked by date and time. Records will be kept for 30 days and shredded when no longer required.

**Township Programs:** Entrance to the facility will not be permitted if the individual has not preregistered for the program/activity. Registration will be done online or over the phone or by email. During the registration process the most up to date contact information will be collected

**Permitted Rentals:** The Contractee is required to submit in advance of their rental a roster of players that will be in attendance during the contracted time. RDAPC staff will take attendance as participants enter the facility, unless there has been a predetermined attendance person provided by the Contractee. Township waivers must be completed by all participants including coaching staff.

**Track users:** The track will be open beginning September 8<sup>th</sup>, 2020. The track hours until further notice will be 7am-5:30pm Monday through Thursday, 7am-4pm Friday. The track is currently closed to the public Saturdays and Sundays. Drop in track use will be permitted during these times until hourly use begins to exceed 30. Track users will be required to provide their name and phone number, or track member number upon entry to the facility The Facility ambassador will then record their name from the system onto their daily trace sheet.

**Spectators:** When spectators are permitted into the facility they will be required to self-screen and check-in with reception with their first and last name and their phone number.

If a staff member or past facility user receives confirmation of a positive COVID-19 test they shall follow the guidance of Public Health.

The Township will notify public health if a staff member has tested positive for COVID-19. If the Township is notified that a past facility user may have used the facility while positive with COVID-19, the Township will contact public health and will release all contract tracing records to Public Health for the purposes of contract tracing.

## Tested for COVID-19 Now what?

Version: October 6, 2020

### If you have COVID-19 symptoms, and are a contact of a case OR have travelled outside of Canada:

While waiting for results	Continue to self-isolate from others.
If test results are negative	Continue to self-isolate for 14 days from your last contact to a positive case or from your arrival back in Canada.
If test results are positive	Continue to self-isolate for 10 days from when your symptoms started. Public health will provide guidance on your isolation period.

### If you have COVID-19 symptoms but are NOT a contact of a case and have NOT travelled outside of Canada:

While waiting for results	Continue to self-isolate from others.
If test results are negative	You may stop self-isolating after you are symptom-free for 24 hours.
If test results are positive	Continue to self-isolate for 10 days from when your symptoms started. Public health will provide guidance on your isolation period.

### If you have NO symptoms, but ARE a contact of a case OR have travelled outside of Canada:

While waiting for results	Continue to self-isolate from others for 14 days from your last contact to a positive case or from your arrival back in Canada.
If test results are negative	Continue to self-isolate for 14 days from your last contact to a positive case or from your arrival back in Canada. If you develop symptoms, get retested as soon as possible.
If test results are positive	Self-isolate for 10 days from the day you were tested. If you develop symptoms, you may need to self-isolate for longer. Public health will provide guidance on your isolation period.

### If you have NO symptoms, are NOT a contact of a case and have NOT travelled outside of Canada:

While waiting for results	You are <u>not</u> required to self-isolate from others
If test results are negative	Get retested if you develop symptoms.
If test results are positive	Self-isolate for 10 days from the day you were tested. If you develop symptoms, you may need to self-isolate for longer. Public health will provide guidance on your isolation period.

## 7. Waivers and Insurance

- a. **Township Programs:** The Township of Guelph/Eramosa carries general liability insurance for all programs and activities it is providing. Participants of these activities will be required to sign a waiver that includes a COVID-19 clause. Waivers will assist to raise awareness and set expectation of conduct and behavior. By signing the waiver the participant is waiving their legal rights and the rights of any dependents. Participation in the program or activity will not be permitted until the waiver is signed.
- b. **Permitted Rentals:** Renters will be required to provide 2 million general liability insurance. Insurance can be provided through their own policy with a certificate of insurance naming the Township of Guelph/Eramosa as additionally insured, \$2 million general liability is required. Insurance can also be purchased through the Township with a third-party insurer at a per use fee, there is a COVID exemption clause in the policy that is offered by our third party insurer. The renter or Contractee will be required to sign a waiver that places all liability as it relates to COVID onto the Contractee. The waiver also places the responsibility of participant compliance to public health guidelines as they relate to COVID onto the Contractee.

Township staff will file waivers by last name alphabetically at the facility. The waivers will be valid for the 2020-2021 indoor season. New waivers will be required for the 2021 fall season and the 2020 waivers shall be filed at the Brucedale office for a period of one year.



**Program Participation Waiver**

**ASSUMPTION OF RISK DURING COVID-19:**

By participating in Township programming or visiting any park or publicly accessible spaces you voluntarily assume all risks including any risk of injury, loss, damage and possible exposure to a communicable disease including COVID-19.

The Township of Guelph/Eramosa ("the Municipality") has put in place preventative measures to reduce the spread of COVID-19; however, the Municipality cannot guarantee that you or your child(ren) will not become infected with COVID-19. Further, attending Municipal facilities or programming could increase your risk and your child(ren)'s risk of contracting COVID-19.

The participant understands and agrees that the Township of Guelph/Eramosa shall not be liable for any losses or damages incurred by any person using township facilities or participating in Township offered programming, including sickness or death that occurs as a result of COVID 19 and the participant agrees to release the Municipality of The Township of Guelph/Eramosa from any liability in connection therewith and further agrees to indemnify and hold harmless the Municipality of The Township of Guelph/Eramosa from any claim that may be made by anyone using Township facilities or programs, against the Municipality of The Township of Guelph/Eramosa in connection therewith. The participant is responsible to ensure current COVID 19 protocols mandated by the Province of Ontario, Wellington-Dufferin-Guelph Public Health, or the Municipality of The Township of Guelph/Eramosa are followed during their program.

Prior to each class that you attend you are to conduct the provincial self-assessment. This can be found at <https://covid-19.ontario.ca/self-assessment/>

Registration information will be shared with Wellington Dufferin Guelph Public Health for the purposes of Covid-19 Contact tracing as deemed necessary.

**X (SIGNATURE OF PARTICIPANT)**

**X (SIGNATURE OF TOWNSHIP)**

**X DATE OF SIGNATURE**

**X DATE OF SIGNATURE**

## 8. Provincial Sports Organizations (PSO's)

It is the responsibility of the Contractee to locate and familiarize themselves and all their members with the guidance document of their PSO specific to their sport. It is also the responsibility of the Contractee to produce and review a return to sport document with their members. If your sport is not represented by a PSO it is recommended that you consult with Public health on a return to play plan for your activity.

In order to support the phased reopening of Ontario public spaces during the post-peak period of Covid-19 outbreak sports organizations and the Contractee are required to comply with requirements set out in [Ontario Regulation 364/20 \(Rules for Areas in Stage 3\)](#) made under the [Reopening Ontario \(A Flexible Response to COVID-19\), Act, 2020](#). Every person who engages in sports or a recreational fitness activity at the facility, other than a team sport, **must maintain a physical distance of at least two metres from every other person at all times** during the activity.

## 9. Personal Hygiene and Personal Protective Equipment (PPE) / Face Coverings

As the facilities at the Township of Guelph/Eramosa reopen it is important that both staff and customers continue to adhere to public health measures, including:

- Stay 2 metres apart from others.
- Wash hands frequently for 20 seconds.
- Avoid touching their face.
- Clean surfaces daily.
- Wear a face covering at all times indoors
- Stay home when ill.
- If staff or customers develop at least one of the COVID-19 symptoms or are concerned they have been exposed to COVID-19 they should visit an assessment centre to be tested.
- Hand sanitizer will be located throughout the facility and will be readily available to staff and the public.
- Safety glasses are required when staff come within 2 metres of another person who is not wearing a mask or face covering in a manner that covers that person's mouth, nose and chin during any period when that person is in an indoor area.

## Face coverings

All persons entering the Township of Guelph/Eramosa facilities will be required to wear a face covering and wash or sanitize their hands upon entrance. Staff will be required to wear face coverings for the duration of their shift.

## Face covering exemptions

Under the Reopening Ontario Act, 2020 face coverings be required when entering a commercial establishment with defined exceptions as legislated in the Act. Face covering exemptions must be communicated to facility staff in advance through the Contractee.

## Face Covering for Spectators

All spectators (when permitted) shall wear face coverings, there are no exceptions or exemptions. Food and drink is not to be consumed in the facility by spectators. As an accommodation spectators may request to the Contractee to live stream the rental to an on-line platform for viewing.



**Can people wear masks while exercising?**

People should NOT wear masks when exercising as masks may reduce the ability to breathe comfortably.

Sweat can make the mask become wet more quickly which makes it difficult to breathe and promotes the growth of microorganisms. The important preventive measure during exercise is to maintain physical distance of at least one meter from others.

#Coronavirus #COVID19  World Health Organization

16 June 2020

The infographic features a circular illustration of a person riding a bicycle in a park, with another person standing nearby. The background is green with stylized trees and a blue sky.

Face coverings can be removed while exercising or participating in an activity that requires physical exertion and while participating in an activity where a face covering may become wet.

<https://www.wdgpulichealth.ca/your-health/covid-19-information-public/face-coverings-faqs/section-22-class-order>

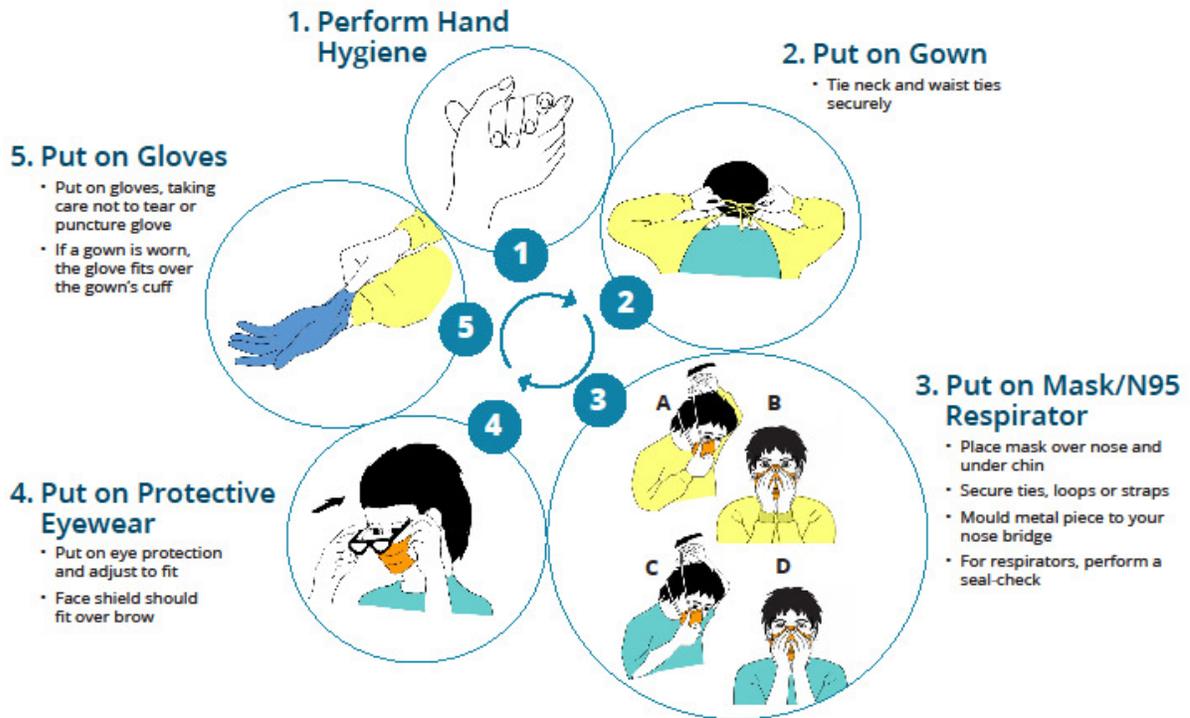
Staff who require enhanced PPE for purposes such as cleaning or administering First Aid should abide by the following guidelines:

1. Perform Hand Hygiene.
2. Put on Mask – Place mask over nose and under chin, secure ties, loops or straps.
3. Put on protective eyewear and adjust to fit, face shield if used should fit over brow.
4. Put on Gloves taking care not to tear or puncture glove.

When taking off PPE staff should abide by the following recommendations:

1. Remove Gloves – Remove using a glove-to-glove / skin-to-skin technique, grasp outside edge near the wrist and peel away, rolling the glove inside-out, reach under the second glove and peel away, discard immediately into waste receptacle.
2. Perform Hand Hygiene.
3. Remove Eye Protection – Arms of goggles and headband of face shields are considered to be ‘clean’ and may be touched with the hands. The front of goggles/face shield is considered to be contaminated. Remove eye protection by handling ear loops, sides or back only, Personal eyewear may be cleaned by the individual after each use.
4. Remove Mask – Ties/ear loops/straps are considered ‘clean’ and may be touched with hands. The front of the mask is considered contaminated. Untie bottom tie then top tie, or grasp straps or ear loops, pull forward off the head, bending forward off the head, bending forward to allow mask to fall away from the face. Discard immediately into waste receptacle. Personally-owned masks may be cleaned by the individual after each use if applicable.
5. Perform Hand Hygiene  
<https://www.publichealthontario.ca/-/media/documents/ncov/ipac/ppe-recommended-steps>

**Recommended Steps:  
Putting On Personal Protective Equipment (PPE)**



For more information, please contact Public Health Ontario's Infection Prevention and Control Department at [ipac@oahpp.ca](mailto:ipac@oahpp.ca) or visit [www.publichealthontario.ca](http://www.publichealthontario.ca).

## Recommended Steps: Taking Off Personal Protective Equipment (PPE)

### 1. Remove Gloves

- Remove gloves using a glove-to-glove / skin-to-skin technique
- Grasp outside edge near the wrist and peel away, rolling the glove inside-out
- Reach under the second glove and peel away
- Discard immediately into waste receptacle



### 2. Remove Gown

- Remove gown in a manner that prevents contamination of clothing or skin
- Starting with waist ties, then neck ties, pull the gown forward from the neck ties and roll it so that the contaminated outside of the gown is to the inside. Roll off the arms into a bundle, then discarded immediately in a manner that minimizes air disturbance.



### 6. Perform Hand Hygiene

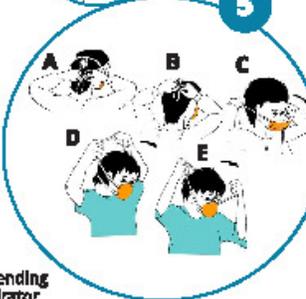


### 3. Perform Hand Hygiene



### 5. Remove Mask/ N95 Respirator

- Ties/ear loops/straps are considered 'clean' and may be touched with hands
- The front of the mask/respirator is considered to be contaminated
- Untie bottom tie then top tie, or grasp straps or ear loops
- Pull forward off the head, bending forward to allow mask/respirator to fall away from the face
- Discard immediately into waste receptacle



### 4. Remove Eye Protection

- Arms of goggles and headband of face shields are considered to be 'clean' and may be touched with the hands
- The front of goggles/face shield is considered to be contaminated
- Remove eye protection by handling ear loops, sides or back only
- Discard into waste receptacle or into appropriate container to be sent for reprocessing
- Personally-owned eyewear may be cleaned by the individual after each use



This is an excerpt from Routine Practices and Additional Precautions in All Health Care Settings (Appendix L) and was reformatted for ease of use.

## 10. Occupancy numbers

Occupancy numbers will be determined based on the “Covid-19 Response Framework: Keeping Ontario Safe and Open”. The maximum amount of people in any facility shall align with the Provincial reopening framework. The posted occupancies include the combined total of participants, coaches and managers in each designated area.

**The Field:** The field will be recognized as one room at 25,200 sq/ft. Township operated fitness classes at the RDAPC will be capped at 24 participants on a half field. A minimum of 4 metres distance will be provide for all participants engaged in fitness classes, allowing them 525sq/ft per user of personal space.

Half field third party rentals will be capped at 25 participants per half, full size rentals will be capped at 50 participants.

**The Track:** The track will be recognized as a room or programming space at 9,632sq/ft. The track is open for drop in walking or running during predetermined times. The total number of track users at one time will not exceed 30, allowing users 321 sq/ft. The middle two lanes will be permanently closed during the pandemic providing 7 feet of separation between lanes.

**The Mezzanine:** When open to spectators will be recognized as a separate room and can accommodate 24 spectators socially distanced at 2 meters (6 feet). Food or drink will not be permitted on Mezzanine. Face coverings are required on the Mezzanine with no exceptions.

## 11. Facility staffing

A Facility ambassador designation will be assigned to a staff person at all times that the facility is open to the public. The Facility ambassador will greet all guests, inform guests of COVID protocols in place, record personal contact information for contact tracing purposes and monitor physical distancing and the use of face coverings.

A designated worker(s) will oversee the physical distancing and line-ups of patrons prior to entering the facility, inside common areas such as the lobby learning room and track.

Staff will be informed about the changes being made to protect them against COVID-19 by training, posting signs, updating information to the organization website and emails. Plans will be in place to operate with different levels of employee absenteeism due to illness, ill-dependents, or for childcare during school closures. Staff are to complete a health screening questionnaire before each shift. Working hours and shifts will be staggered to reduce the number of staff on the premises at any one time.

Staff will be reminded about the importance of reporting illness to their supervisor/manager. If staff become sick with COVID-19 symptoms, while at work they should call the on call staff. Once the on call staff arrives the staff member should go home immediately. Staff should have no interaction with the public while they wait for the on call staff to arrive. Once home they shall self-isolate and they should call Telehealth at 1-866-797-0000, their health care provider or an Assessment Centre to get tested. If a staff member tests positive for Covid-19 the Township will work with the employee in consultation with public health on a return to work plan. For other illnesses, or if a staff has tested negative for COVID-19, they should not attend work until they are symptom-free for at least 24 hours. Non-essential work travel should be avoided. If staff choose to travel outside of Canada they must self-isolate for 14 days after they return from travel without compensation.

Staff are to eat in a designated staff only area. Food should not be consumed while performing other duties.

COVID-19 has created a rapidly changing work environment, staff should make themselves familiar with the Townships corporate personal policy and all applicable policy and sop updates as they relate to COVID-19.

## 12. Staff training

To ensure consistency across all facilities staff will be trained on the following:

- Screening Processes – all staff should be properly trained on all protocols, policies, and proper chain of command.
- Customer Service and De-escalation Training. Have not done
- Hand Hygiene and Respiratory Etiquette.
- Proper PPE Use – including proper use of masks/face coverings.
- Facility and Equipment Cleaning and Disinfecting.
- Administering First Aid.

### 13. Pre-registration for Activities and Bookings

Registration for all programs and activities will be required in advance of in-person attendance. Registration will be made available online, over the phone and by email. Program and activity fees are preferred to be paid by credit card.

### 14. Cleaning of high touch points

Commonly used cleaners and disinfectants are effective against COVID-19. Frequently touched surfaces are most likely to be contaminated. In addition to routine cleaning, surfaces that have frequent contact with hands should be cleaned and disinfected adequately and regularly. Examples include door handles and operators, waste bins, cabinet doors, storage cubbies, light switches, toilet handles, faucets/taps, dispensers (soap, paper towel, sanitizer), counters, chairs, benches, handrails, touch screen surfaces and keypads.

Hand sanitizer stations will be set up at all entry points as well as throughout the facility and all patrons will be expected to use these on a regular basis.

The artificial turf surface will be disinfected once per week or every 40 hours of play, whichever one comes first. The field is disinfected with Swish Quato 78 plus DIN 02487055

The Township of Guelph Eramosa will be using Vital Oxide DIN# 02422654 to conduct disinfection in its facilities.

The Township will use electrostatic sprayers for disinfection at the RDAPC, all public access rooms will be treated once daily using Vital Oxide.

### 15. Equipment use and cleaning

The use of shared equipment will be avoided when possible. Equipment that is shared will be disinfected by staff after being used and before being put away into storage. Equipment that is difficult to effectively disinfect will not be used at this time.

If customers are required to clean equipment clear signage will be present outlining their responsibilities and the method in which to clean that piece of equipment.

Municipal owned equipment within the facility will be required to disinfect after each use and before being put back into storage. Any equipment brought in by the renter must be approved by staff and removed from the facility at the end of the rental period.

## 16. General cleaning and frequency

- Staff will be educated on the proper use of cleaning agents and disinfectants, including required disinfectant contact times (amount of time that the product will need to remain wet on a surface to achieve disinfection). Understand safety precautions and requirement for use of mask and gloves.
- Adequate ventilation when using products should be ensured (e.g. open windows, doors, or use fans).
- Ventilation systems should be operating properly and filters replaced as scheduled or sooner.
- Enhanced environmental cleaning and disinfection practices will be adequately scheduled.
- All high-touch surfaces will be cleaned and disinfected at least twice a day and more frequently as needed. High-touch surfaces include items such as doorknobs, waste bins, cabinet doors, storage cubbies, light switches, toilet handles, faucets/taps, dispensers (soap, paper towel, sanitizer), counters, chairs, benches, handrails, touch screen surfaces and keypads.
  - Disinfectant kills germs on surfaces. Remove surface dirt first in order for the disinfectant to work.
- Washrooms that are in use within the facility should be stocked with liquid soap and paper towels.
- Only cleaning and disinfectant products with an 8-digit Drug Identification Number (DIN) to confirm it is approved for use in Canada will be used. Manufacturer's instructions and expiry dates of products will be followed.
- Cleaning/disinfection wipes should only be used for surfaces, and according to the manufacturer's instructions.
- Equipment and tools that must be shared should be cleaned and disinfected regularly, including between users (e.g. cashier's stations, machinery).
- Thoroughly wash hands with soap and water immediately after cleaning.

Note: Disinfectant wipes may have a combined cleaning and disinfectant in one solution but depending on how dirty the surface is it may need to be pre-cleaned as disinfectants may become ineffective when dirt is present. Check instructions on the product's label.

## 17. Permitted activities

Groups are responsible for following local health unit and Ministry established health and safety protocols, including physical distancing guidelines, guidelines established by the Municipality and their sport's governing body.

Leagues must contain no more than 50 participant's total. If participants in a league exceed 50, the league may divide into smaller groups of no more than 50. As of now, players are not permitted to play outside of their league.

Township programming will be limited to those that can operate with a small number of participants while maintaining a 3 or more metre distance. Spaces and any shared equipment will be cleaned and disinfected between groups.

Programs that include communal food or beverages, singing, physical contact and shared equipment difficult to disinfect will not be permitted.

Running will be a permitted activity on the limited to specified running times each week

Unstaffed private rentals will not be permitted until further notice.

## 18. Protocol for public to enter and exit the facility for Field use

### **Upon Arrival; Municipal Programming:**

- Main entrance doors will be locked in the evenings and will remain locked at all times. To access the facility the Facility Ambassador will open the front door to indicate the building is safe to enter 10 minutes prior to your program start time. One staff member will stay in the lobby at all times to ensure the facility can be unlocked to allow Emergency personal in the facility should their services be required. Customers are to remain in their cars until the doors are open. Late participants must call the facility to have staff come and allow them to gain entry.

- Entry will not occur earlier than 10 minutes before the designated program. Only those preregistered will be permitted to enter. Anyone who enters the facility must wear a face covering.
- Entrance will be permitted only through the main front doors.
- If participants choose to line up outside the doors, they are to line up to the West of the main entrance doors (to the left if you are facing the front of the building). There will be orange markings on the sidewalk to ensure physical distancing.
- The facility doors will be physically held open until all participants have entered to avoid an additional point of contact. Participants are asked to refrain from touching any surfaces as they enter the lobby. The double doors to the main washrooms will be closed as participants enter to ensure flow through traffic.
- Customers must be fully dressed for their activity before entering the facility, apart from their indoor shoes.
- Customers will be required to passively screen themselves for COVID-19 symptoms (via signage) before being allowed to enter the facility. Staff will verbally ask participants to acknowledge they have read the self-screening signage.
- Customers are asked to maintain physical distancing from staff and each other upon entry.
- Upon entry individuals will be asked to sanitize their hands and follow the verbal direction of the facility ambassador.
- A Township staff member will ask you for your first and last name and check you off from the attendance sheet
- Your first visit back to the RDAPC since the COVID shutdown you will be asked to sign a mandatory COVID waiver that will be good for 2020-2021 indoor season, failure to sign the waiver will deny you access to the facility.
- You will take a rubber disc and proceed through the lobby into the Fieldhouse, Signage for a specific coloured chair will be seen as you go through. Chairs will be located along the sideline of the track, upon entry proceed to a specially coloured empty chair where you will remove your footwear. Store your belonging at the chair and proceed to an unoccupied rubber disc laid out in predetermined locations on the field. Leave the disc you picked up in the lobby and belongings on the chair
- Once at the rubber disc place your yoga mat over the disc and wait on your mat for further instruction from the instructor. Once the instructor is ready to begin class, you can safely remove your face covering if desired.
- Instructors should be stationary and should avoid roaming the class.

### **Following the Program:**

- The instructor will dismiss customers in an orderly fashion to ensure proper physical distancing
- All belongings must be collected, ensuring that nothing is left behind.
- Customers should proceed out of the facility (no loitering) exiting the facility through the West facility doors. Leave your used disc at the chair you occupied

**Please be Aware:** The bathrooms in the main change rooms will be available for use, you will be required to wear a face mask when moving through the facility to access the bathrooms.

### **Upon Arrival; Daytime Track/Drop in Program Users:**

- Entrance will be permitted only through the main front doors.
- If multiple track users arrive at the same time participants are to line up to the West of the main entrance doors (to the left if you are facing the front of the building). There will be orange markings on the sidewalk to ensure physical distancing.
- You will be required to wear a face covering as you navigate the facility. Your face covering can be removed while on the track at your discretion. Once you leave the track you must place your face covering back on.
- Participants are asked to refrain from touching unnecessary surfaces as they enter the lobby. The double doors to the main washrooms will be closed as participants enter to ensure flow through traffic.
- Customers must be fully dressed to use the track before entering the facility, apart from their indoor shoes.
- Customers will be required to passively screen themselves for COVID-19 symptoms (via signage) before being allowed to enter the facility. Staff will verbally ask participants to acknowledge they have read the self-screening signage.
- Customers are asked to maintain physical distancing from staff and each other upon entry.
- Upon entry individuals will be asked to sanitize their hands and follow the verbal direction of the facility ambassador.
- A Township staff member will ask track user to scan their membership card or pay and provide their first and last name.
- Your first visit back to the RDAPC since the COVID shutdown you will be asked to sign a mandatory COVID waiver that will be good for 2020,

failure to sign the waiver will deny you access to the facility. You will also be asked to provide your telephone number for tracking purposes.

- You will proceed through the lobby picking up a disc and going to the blue matting along lane 4 of the track, chairs will be set up 2m apart for you to use to change into indoor shoes. Store your belongings at your chair and leave your disc on the seat..
- Staff will monitor and sanitize chairs between users. Leave your disc on the chair when leaving so staff know that is a used chair.
- Once your personal belongings are stored you can proceed to the track, please note lanes 2 and 3 will be closed until further notice.
- Running will not be permitted at this time and will be evaluated as we move through phase three of the provincial reopening plan
- The inside track lane will be used for walking
- The outside track lane will be used for passing

**Please be Aware:** The bathrooms in the main change rooms will be available for use, you will be required to wear a face mask when moving through the facility to access the bathrooms.

## Upon Arrival; Field Rental Users:

- Main entrance doors will be locked in the evenings and will remain locked at all times. To access the facility the Facility Ambassador will open the front door to indicate the building is safe to enter not more than 10 minutes prior to your rental time. Signage will be posted to call staff if the lobby is not occupied to ensure the facility can be unlocked to allow Emergency personal in the facility should their services be required. Customers are to remain in their cars until the doors are open.
  - Entry will not occur earlier than 10 minutes before the designated rental time. Only those preregistered on the Contractee provided roster will be permitted to enter the facility. Anyone who enters the facility during rental periods must wear a face covering, no exceptions.
  - Entrance will be permitted only through the main front doors.
  - If participants choose to line up outside the doors, they are to line up in the designated area outside. There will be orange markings on the sidewalk to ensure physical distancing.
  - The facility doors will be physically held open until all participants have entered to avoid an additional point of contact. Participants are asked to refrain from touching any surfaces as they enter the lobby.
  - Customers must be fully dressed for their activity before entering the facility, apart from their indoor shoes.
  - Customers will be required to passively screen themselves for COVID-19 symptoms (via signage) before being allowed to enter the facility. Staff will verbally ask participants to acknowledge they have read the self-screening signage.
  - Customers are asked to maintain physical distancing from staff and each other upon entry.
  - Upon entry individuals will be asked to sanitize their hands and follow the verbal direction of the facility ambassador.
  - A Township staff member or designated renter will ask you for your first and last name and check you off from the attendance sheet
  - You will proceed through the lobby into the fieldhouse, the outside lane of the track will be closed and covered with a floor covering to protect the track. The closed outside track lane will have chairs spaced 2 meters apart against the outside wall for you to sit and change into your indoor shoes. Store your belongings at your chair and proceed to the field as instructed by facility staff. Travel on the track covering that has been put in place to protect the track. If you choose, you can remove your face covering at this time.

- Once on the field you are to follow the Guidance of your PSO as it relates to COVID, or the guidance provided by the Contractee.

## 19. Facility signage

Signage will be used within and outside of the facility to ensure proper procedures and protocols related to COVID-19 are being followed. Signage will include:

- Physical Distancing Guidelines  
[https://www.wdgpUBLIChealth.ca/sites/default/files/wdgpH\\_physical\\_distancing\\_poster.pdf](https://www.wdgpUBLIChealth.ca/sites/default/files/wdgpH_physical_distancing_poster.pdf)
  - Located throughout the facility.
- Passive Screening [https://www.wdgpUBLIChealth.ca/sites/default/files/file-attachments/business\\_friendly\\_sign.pdf](https://www.wdgpUBLIChealth.ca/sites/default/files/file-attachments/business_friendly_sign.pdf)
  - Located online and at the entrance of the facility.
- Assumption of Risk **Appendix 1**
  - Located online and at the entrance of the facility.
- Directional Arrows
  - Located throughout the facility to ensure safe traffic flow during municipal programming.
- Public Washrooms Protocols  
<https://www.canada.ca/content/dam/phac-aspc/documents/services/publications/diseases-conditions/coronavirus/covid-19-handwashing/covid-19-handwashing-eng.pdf>  
[https://www.wdgpUBLIChealth.ca/sites/default/files/wdgpH\\_physical\\_distancing\\_poster.pdf](https://www.wdgpUBLIChealth.ca/sites/default/files/wdgpH_physical_distancing_poster.pdf)
  - Located within public washrooms within the facility – within the stalls, by the sinks and paper towel dispensers.

## 20. Length of programs/rentals

Field Rentals and municipal fitness programs will be limited to 50-minute increments with 10 minutes between field rentals and 20 minutes in-between classes to allow proper time to exit, disinfect and permit participants of the next class to arrive safely.

## 21. Set up and take down

Set up and take down of municipal programs and activities will be the responsibility of the municipal staff onsite. Required equipment will be disinfected once set up and before taken down.

Set up for private rentals is the responsibility of the contract holder. Items that belong to the facility will be disinfected prior to the rental and are to be put in the appropriate storage locations by the contract holder. Any equipment brought into the facility by the renter must be removed immediately following each rental

## 22. Facility hours

The RDAPC will be open for drop in track from 7am to 5:30pm Monday to Thursday and Fridays 7am – 4pm . As indoor field rentals begin facility hours will be increased to include evening and weekend registered track times.

## 23. Spectators

Spectators for municipal programming and permitted rentals will not be permitted. Only those that have preregistered for programming or are a participant of a field rental will be allowed entrance.

The Township has made this decision to ensure the maximum number of athletes can be accommodated in our facility in accordance with the provincial legislation.

Consideration will be made for rentals which include the majority of participants under the age of 16. One spectator per participant will be allowed in the mezzanine area to a maximum of 24 spectators. If the rental is made by an Association or Club, it will be their responsibility to determine whether spectators

are allowed, it is also the responsibility of the association or the club to provide an approved list of spectators that are permitted access prior to the rental.

## 24. Restrooms

During municipal programming, the main bathrooms in the building will be closed, only the bathrooms in the change rooms accessible from the track will be open for public use. Customers must adhere to the posted protocols within the restrooms. Restrooms will be cleaned and disinfected frequently, including between programming transitions.

Restrooms will be cleaned and disinfected before the start time of the contract. Renters are asked to adhere to the posted protocols related to use and capacity. Where possible, staggered entrance into the public restrooms should be adhered to in an effort to maintain physical distancing guidelines. In an effort to assist with physical distancing every other bathroom stall will be locked and marked out of order.

Hand dryers have been put out of service and paper towel dispensers have been installed beside all sinks in the facility.

## 25. Renter/user non-compliance

Users will be asked to familiarize themselves with the Township of Guelph/Eramosa protocols prior to arriving to the RDAPC. It is essential that users take these policies and precautions seriously to support a safe and healthy experience for everyone. Anyone not in compliance of the protocols outlined by the municipality will be asked to leave the premises immediately and will not be entitled to a refund or credit and all future bookings may be cancelled.

## 26. Equipment Storage

Equipment should be stored in a safe and accessible manner. Before placing equipment into storage it should be disinfected. Equipment not required for programming or rentals during this time should be removed to allow for ample space in storage rooms and to limit the risk of contamination/infection. Storage will not be provided for user groups.

## 27. Water Fountains and Vending Machines

Water fountains have been put out of service until further notice, the vending machine has been emptied and put out of service until further notice. The hydration station will be in service.

## 28. Administering First Aid

Providing First Aid during the COVID-19 pandemic can raise questions around safety and transmission. According to the Public Health Agency of Canada, the COVID-19 situation is rapidly evolving, and an individual's risk is variable depending on location.

If an individual is requiring basic First Aid or a First Aider attends to an unresponsive individual, a First Aider may be concerned the individual may have had respiratory symptoms. Outlined below are the First Aid protocols that should be followed by Township employees when providing basic first aid or attending to an unresponsive individual.

### **Basic First Aid:**

All First aid services, including those provided during the COVID-19 pandemic, must always begin with an assessment of the situation and the First Aider(s) taking the proper safety precautions for personal protection first. When responding to a situation potentially requiring First Aid, consider the following:

- Assess the situation, and check for COVID-19 symptoms from the individual.
- Call 911 if necessary or have someone else do this for you, such as a bystander.
- If critical intervention is not needed, initially ask the individual from a distance:
  - Are you having any respiratory illness symptoms?
  - Have you been in contact with anyone who has been sick?
- Determine if the individual can treat themselves with direction and supplies from the First Aider (minor injuries):

If the injured individual is able to self-treat, they should be instructed in how to do so, and a First Aider should remain on standby to treat the injured individual should it become necessary;

If the individual cannot treat themselves, put on appropriate protection for the incident, such as a surgical mask (provided in first aid kits), or a cloth mask if a surgical mask is not available and gloves.

- A mask - either surgical or cloth should be placed over the injured individual's mouth and nose to reduce any potential transmission of the virus through contaminated air or saliva. In the absence of a mask, a cloth, a towel, or clothing should be placed over the individual's mouth and nose. Once the masks/face coverings are in place, with discretions, provide the basic First Aid required.
- Limit bystanders to be at least 2 meters (approximately 6 feet) away unless you request their assistance.

#### **First Aid for an unresponsive individual:**

Performing CPR can generate aerosols that could increase the risk of transmission of the COVID-19 virus. As such, the CPR protocol for Township employees will be changed until further notice. CPR will be conducted using chest compression-only CPR only, and no rescue breathing will be performed.

If a First Aider chooses to perform compression-only CPR, they should first call 9-1-1. It is still critical to call advanced emergency medical services first and find an AED. Before initiating an AED and/or compression-only CPR, the employee will first don a N95 mask. These masks will be available within the AED kits at Township facilities and within the First Aid kits at Township facilities where AED kits are not available.

If a N95 mask is not available, a mask, either surgical or cloth, should be placed over the unresponsive individual's mouth and nose to reduce any potential transmission of the virus through contaminated air or saliva. In the absence of a mask, lay a cloth, a towel, or clothing over the unresponsive individual's mouth and nose. Once the masks/face coverings are in place, compression-only CPR with chest compressions can be initiated and will be continued until advanced medical help arrives.

For more information on compression-only CPR please visit the Red Cross website: <https://www.redcross.ca/training-and-certification/first-aid-tips-and-resources/first-aid-tips/compression-only-cpr>

**After Providing First Aid:**

- Disinfect all reusable equipment and First Aid/AED kits with an appropriate disinfectant.
- Using a broad spectrum disinfectant compatible with the material being sanitized.
- Discard all single use disposable (non-reusable) items.
- Upon event completion, appropriately doff gloves and mask and dispose of these in a non-communal garbage.
- Clean hands with soap and water or alcohol hand sanitizer (minimum 60% alcohol content).
- Notify a Joint Health and Safety Representative, a Supervisor and/or Human Resources of the incident as soon as possible and complete an incident report form. (Any incident that involves an individual becoming unconscious in the workplace must be reported to Human Resources as soon as possible).
- Notify a Joint Health and Safety Representative of any First Aid materials or equipment that requires replacement or replenishing.