

Town of Minto 2020 Opening Plans



Recreational Facilities

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Introduction

Our arenas are multi-use facilities designed to host a variety of activities at one time. The buildings have multiple entry points, allowing patrons to enter and exit each area of operation separately. Inside the facility, each area of operation is designed to operate independently. This design allows an opportunity to safely divide users and control patron flow to ensure limited contact and increased safety measures. The main areas of operation at the Harriston Arena and Palmerston Arena include an ice surface, curling surface and auditorium. In Clifford the arena and hall are separate buildings.

All users planning to rent our spaces must establish a common understanding with the Recreation Department of how the space will be used safely with physical distancing measures in place at all times.

Online registrations and payment will be available for all recreational programming and facility rentals through central booking. Facility access will be limited to those with authorization to enter each area of operation based on registration or appointments. Clear signage will ensure physical distancing as patrons move throughout the facility.

Failure to follow conditions of use, directional signage and arrows, direction from staff on duty or appropriate physical distancing practices will result in users being asked to leave without refund.

Facility Layout

Entrances and Exits

Designated entry and exit points will be assigned and communicated to all users based on where their rental or recreational program is taking place.

Entrance and exit strategies may be revisited throughout the season.

Room Capacities

In accordance with Stage 3 restrictions, events and recreational activities with more than 50 people will not be permitted at this time.

Users in a dressing room that need assistance can be helped by a family member from their household who does not factor into the maximum of 6. Entry can be staggered and dressing before arriving at the arena is strongly encouraged.

The chart below demonstrates these capacities. It is important to note that while in Stage 3, with the current restrictions on social gatherings, no area of operation will exceed a 50-person maximum.

Location	Capacity
Clifford Hall	80
Clifford Arena (and stands)	365 (#)
Clifford Arena Lobby	20
Harriston Aud	80
Harriston Arena (and stands)	334 (#)
Harriston Arena Lobby	25
Palmerston Aud	80
Palmerston Arena (and stands)	365 (#)
Palmerston Arena Lobby	25
Curling Club Surfaces	210
Curling Club Lounges	(#)
Dressing Rooms	6

Staff

PPE (masks, gloves, eye protection) will be provided to staff. All staff will be trained on the appropriate use of PPE which must be worn while cleaning / sanitizing, assisting with patron control or whenever physical distancing is not possible.

All staff will be trained on patron control throughout the facility as well as modified behaviour guidelines for physical distancing. All patrons will be expected to follow the direction of staff on duty.

The Town has the resources to invest in necessary equipment, technology and/or staff resources to address future requirements as they pertain to the ongoing COVID-19 situation. This may include but is not limited to PPE, cleaning and sanitizing equipment, quality controls such as HVAC equipment and engineered measures for patron control.

Cleaning and Sanitizing

All public areas will be cleaned and sanitized daily, following all public health guidelines and

industry best practices. All high touch surfaces such as door handles, railings, sink faucets, and toilet flush handles will be sanitized regularly throughout each day. Additional staff may be scheduled to support additional cleaning.

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

Health Screening

The following must be true for anyone entering the facilities:

1. I am 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. I have not travelled to a highly impacted area in the last 14 days.
3. I do not believe I have been exposed to someone with a suspected and/or confirmed case of COVID-19.
4. I have not been diagnosed with COVID-19 and not yet cleared as non-contagious by local public health authorities.
5. I am following recommended health guidelines as much as possible to limit my exposure to COVID-19.

The user is responsible for ensuring that passive screening of all patrons under their rental is completed before entry into the facility. The Town reserves the right to perform additional screening prior to patrons being granted access.

Assumption of Risk, Liability, Indemnity

All users must agree to the following before entering Town facilities:

By visiting the arena and 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

A sign with this information will be placed at the main entrance.

The user expressly acknowledges and agrees that their attendance at Town facilities and their use of the facilities may involve the risk of property damage and/or death and/or serious injury including the possibility of exposure to, and illness from, infectious and communicable diseases such as COVID-19.

The user is fully aware of the inherent risks related to the contraction of COVID-19 and hazards that result from their attendance at Town facilities.

Notwithstanding the above, the user understands that the Town will take reasonable steps to protect them from the above referenced risks.

The user knowingly and freely assumes all such risks related to the contraction of COVID-19, both known and unknown, unless arising from the negligence of the releasees or others.

The user, for themselves and on behalf of their heirs, assigns, personal representatives and next of kin, hereby release and hold harmless the releasees with respect to any and all illness, disability, death, or loss or damage related to their contraction of COVID-19 while at Town facilities to persons or property, unless arising from the negligence of the releasees.

The user is responsible to ensure current COVID-19 protocols mandated by the Province of Ontario, Wellington-Dufferin-Guelph Public Health, and/or the Town are followed during use of the Licensed Premises. This may include, but not be limited to, use of masks, physical distancing, gathering sizes and enhanced hand sanitizing.

The user shall defend, indemnify, and hold harmless the Town and other Releasees against any and all losses, damages, liabilities, deficiencies, claims, actions, judgments, settlements, interest, awards, penalties, fines, costs, or expenses of whatever kind, including reasonable legal fees and disbursements, and the costs of enforcing any right to indemnification under this Agreement, and the cost of pursuing any insurance providers, arising out of or resulting from any claim related to the User's use of the facility, but only where the claim is related to the negligence or wrongful acts of the User. For greater certainty, this clause shall not apply to any claim arising out of the negligence or intentional acts of the Town or those for whom they are responsible at law.

Face Coverings

Anyone entering Town facilities will be required to wear a face covering whenever moving throughout the facility, outside of their specific recreational program. Spectators must wear face coverings at all times. Face coverings can be removed by participants when they put their helmet on.

Ice Pad Strategy

The Town of Minto will open the ice pads based on community demand. This will commence no sooner than Monday September 14th.

A time buffer may need to be scheduled between each ice rental to ensure staff have enough time to clean and keep the number of people on the arena side at 50 or less. The Health Unit will clarify numbers and whether the stands can be taken into consideration.

Sample Scheduling with Buffer

Renter A	745-800am	Access to Arena Side	Enter main doors
Renter A	800-850am	Access to Ice Surface	From dressing rooms
Renter A	850-905am	Access to Arena Side	Exit side doors
Renter B	905-920am	Access to Arena Side	Different dressing rooms
Renter B	920-1010am	Access to Ice Surface	From dressing rooms
Renter B	1010-1025am	Access to Arena Side	Exit side doors

Sample Scheduling without Buffer

Renter A	745-800am	Access to Arena Side	Enter main doors
Renter A	800-850am	Access to Ice Surface	From dressing rooms
Renter A	850-905am	Access to Arena Side	Exit side doors
Renter B	845-900am	Access to Arena Side	Different dressing rooms
Renter B	900-950am	Access to Ice Surface	From dressing rooms
Renter B	950-1005am	Access to Arena Side	Exit side doors

Regardless of the number of people in the arena at a given time, physically distancing is required.

The auditorium may be needed in time to serve as a heated waiting and dressing area before, during and after rentals.

Conditions of Use

1. Users are responsible for following established health and safety protocols, including physical distancing guidelines, guidelines established by the Town of Minto and their governing body. A Return to Usage Template may be required to be completed (Appendix A).
2. Leagues must contain no more than 50 participants 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.
3. Anyone entering the facility is required to wear a face covering. Participants can remove face coverings before entering the ice pad.
4. Attendance (players, coaches, spectators) must be taken by the user at each rental.
5. This information must be available to the Town of Minto upon request in the event of an outbreak. In the case of Town-run programming, staff will be responsible for attendance.
6. 10 minutes is required at the end of each rental to resurface the ice and will be absorbed by the renter (50-minute hour). An additional 20 minutes may be required to transition to the next rental and will be absorbed by the Town.
7. Participants are encouraged to arrive fully dressed (or as dressed as possible) and bring in skates, stick, helmet, and water bottle where possible.
8. Dressing rooms will be available, capacity will be limited, and showers will not be available.

9. Participants are encouraged to use their own equipment. Any shared equipment must be sanitized between uses.
10. If required, nets will be placed on the ice before each rental.
11. Everyone should practice proper hand hygiene techniques often. Proper respiratory etiquette should always be followed (spitting is prohibited).

Spectators

We suggest that all teams limit spectators to one per participant up to a combined maximum of 50 people. Spectators must maintain a physical distance of 2m from each other and must wear face coverings while in attendance. Spectators will not be permitted to come and go from the facility (no re-entry). In certain situations, the Town will work with renters to use the auditorium as a waiting area to keep capacities in each zone under 50.

Patron Control

Patrons entering the facilities are expected to follow all signage posted outside and inside the facility. Participants are asked to arrive no more than 15 minutes before their scheduled ice time and to leave within 15 minutes of the conclusion of their ice time.

Patrons shall enter through the designated entrance and leave through the closest exit. Designated entrances will be signed.

Participants are asked to physically distance and wear a face covering within a dressing room. As participants vacate the ice pad, staff will resurface the ice, giving participants time to take their skates off and exit the facility. Staff will then clean and sanitize the dressing room before the next user group is permitted to use those rooms.

The concession booth will remain closed. The use of water fountains is prohibited.

Hall and Auditorium Strategy

Online registrations and payment will be available for all recreational programming and facility rentals through central booking.

There will be at least 120 minutes of down time scheduled between each major rental in order to ensure staff have enough time to clean and sanitize all surfaces between user groups.

Conditions of Use

1. Users are responsible for following established health and safety protocols, including physical distancing guidelines, guidelines established by the Town of Minto and their governing body.
2. Anyone entering Town facilities will be required to wear a face covering whenever moving throughout the auditorium, unless seated and physically distanced.
3. Users hosting events at facilities must do so by pre-registration and/or ticket sales. Tickets cannot be available at the door. The capacity of the event hall must not exceed 50 people except for religious services, rites or ceremonies, and wedding ceremonies or funeral services.
4. Food and drink are permitted so long as established health and safety protocols from the local Health Unit are met. This includes no buffet-style food service. Cafeteria-style or pre-plated food service is permitted.
5. A record of attendance (including volunteers, entertainment, caterers, etc.) must be taken by the user at each rental. This information must be available to the Town of Minto upon request in the event of an outbreak. In the case of Town-run programming, staff will be responsible for attendance.

Patron Control

Patrons entering the facilities are expected to follow all signage posted outside and inside the facility. Patrons are asked to arrive no more than 15 minutes before their scheduled rental and to leave within 15 minutes of the conclusion of their rental. Patrons using the facilities should enter through the designated entrance and leave through the closest exit.

The doors between the arena lobby, arena surface and the auditorium will be closed at the Harriston Arena and Palmerston Arena. They may only be used if the auditorium serves as a waiting or dressing area. Patrons will not be permitted to come and go from the facility during their rental.

Appendices

Appendix A: Return to Usage Template

Return to Usage Template

Organization Name: Contact Name:

Telephone: Email Address:

Date Submitted: Date Approved:

Approved By:

Physical Distancing

Outline the directives your organization is going to implement to ensure physical distancing during your program, meetings or events:

Cleaning and Sanitizing

Outline the directives your organization is going to implement to ensure cleaning and sanitizing during your program, meetings or events

Public Health Directives

Outline the directives your organization is going to implement to ensure Public Health directives are followed during your program, meetings or events:

Return to Operation Specific to your Organization

Outline the directives your organization is going to implement specific to your respective Provincial and/or National Return to Play or Return to Operation Guidelines:

Proposed Signage

Outline any proposed signage that your organization will require:

PPE

Outline the Personal Protective Equipment (PPE) that will be utilized by your organization for their operation and when will it be utilized:

Interaction with Municipal Staff

Outline any interaction required with Municipal staff outside of normal support (i.e. room setup, answer questions, event assistance):

Resources Included

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

Other

Outline any other directives your organization will implement to mitigate COVID-19 transmission:

Clarification and Questions

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