



Corporation of the Township of Black River – Matheson

VERN MILLER MEMORIAL COMMUNITY CENTER SAFETY PLAN

COVID-19 SAFE OPERATIONS

A guide for the safe operations of the Vern Miller Memorial Community Center in accordance with provincial guidelines as set by the Province of Ontario and the Porcupine Health Unit to minimize the risk of transmission of the COVID-19 virus.



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1.0 Introduction

This safety plan will outline the procedures implemented by the Corporation of the Township of Black River – Matheson staff to meet Covid-19 precaution requirements set out by the Province of Ontario and the Porcupine Health Unit (PHU) for the safe operations of the Vern Miller Memorial Community Center and to minimize the risk of transmitting COVID-19.

Additionally, through guidance from the PHU, additional measures have been taken to ensure the highest standards and processes have been adopted as they relate to preventing the transmission of COVID-19 amongst staff, rate payers, facility users, and rental groups.

This safety plan will form the framework for employees, user groups, and patrons alike as we adapt our operations to resume recreational activities within our facility during the COVID-19 pandemic. Please refer to <https://www.ontario.ca/laws/regulation/200364>.

It is through our combined efforts, cooperation, and sense of duty that we work together to minimize the risk to our employees, user groups, participants, renters, contractors, and the greater community. Please do not hesitate to contact us should you require additional information and or clarification, 705-273-2313 EXT 320.

Note: The Vern Miller Community Center’s “Covid-19 Safety Plan” will require to be updated and edited as governing regulations change throughout the pandemic.

2.0 Vern Miller Community Center - Arena Operations

In preparation for the reopening during the COVID-19 pandemic, the arena has adopted the following practices:

- Skaters will be permitted on the ice and participants are encouraged to maintain a physical distance of 2 meters at all times within the facility.
- In any event, the total number of people permitted in the ice surface area cannot exceed 50 people (or limited to the number of people that can maintain a physical distance of two (2) meters)
- 50 people for the ice surface (Hockey teams have their own entrance & change rooms per team)
- The gym is limited to a maximum of 3 people (The gym has its own entrance)
- Markings will be displayed to demonstrate how patrons should move about the arena.
- It is discouraged to have patrons gather in the lobby; it is recommended that all patrons wait outside in designated marked areas until their activity is to begin.
- Masks shall be worn at all times by the public and employees while within the facility, the only time a face covering is not required is when patrons are taking part in physical activity.
- Staff will provide access to hand sanitizer stations at entrances and exits, in bench areas, and in washrooms facilities.



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- Staff will clean and sanitize frequently touched surfaces including team benches, top of boards, railings, and gate handles. Cleaning will occur twice per day by arena staff.
- The Porcupine Health Unit strongly recommends to have organizations actively screen patrons coming into the facility at all times. Having the organizations keep track of all their members will allow for quicker and easier tracing of who has entered the building in case of a COVID-19 outbreak.

Booking of the ice surface will be in blocks, allowing for one hour between each activity for staff to disinfect high touch areas before the next activity begins. Due to physical distancing and limited space, at no point will more than one activity occur on the ice at a time. Players and coaches may only enter the facility 15 minutes before their booking and must exit the facility 15 minutes after their booking, it is strongly recommended that patrons arrive with their required equipment on.

At this time no spectators are permitted in the arena (Minor hockey associates are permitted). Only one guardian may enter the facility per child.

Public Skate/Lunch Skate

Following health guidelines staff are permitted to open a public skate to the community. There will be designated drop-in times. Attendance and screening will be taken during these times by Arena staff. **Reservations are required to attend public skating. Walk-ins will not be permitted at this time.**

Staff have derived a public skating schedule that is feasible

- Wednesday: 12:00pm – 1:00pm (Lunch Skate)
- Tuesday & Thursday: 6:00pm - 7:30pm

3.0 Vern Miller Community Center- Hall Rentals

The upstairs hall will only be rented by organizations with Covid-19 guidelines in place. They will provide staff with a detailed plan to ensure all public health guidelines are being followed including but not limited to, screening procedures, hygiene and sanitization, ensuring physical distancing as well entering and exiting the facility.

All upstairs hall rentals will be required to enter through the front lobby and will not be permitted in any other location within the building.

The one bathroom located upstairs will be available and will be cleaned and sanitized by the recreation employees after each activity.

4.0 Vern Miller Community Center - Fitness Center



The total number of persons permitted in areas containing weights or exercise machines is limited to the number of people that can maintain physical distancing; due to the size of the fitness center, three (3) members will be permitted in the fitness center at any time.

Active screening will be required for each member entering the fitness center. The Arena Foreman will conduct this by having each member fill out a COVID-19 screening questionnaire. If anyone answers 'yes' to any of these questions they should not enter the facility and should return home to self-isolate.

There will be a pre-booking of the fitness center. Each member is required to call the township office to book a workout slot during the designated times below.

Revised Gym Hours During COVID-19

Monday to Thursday 10:00am-6:30pm
(Closed from 1:00pm-2:00pm for cleaning)

Saturday and Sunday 8:00am-3:00pm
(Closed from 11:00am-12:00pm for cleaning)

5.0 User Group and Patron Safety

The health and safety of our user groups, patrons, participants, contractors, and employees is our number one priority. The staff have employed several measures to ensure the personal and collective wellbeing of all participants.

Facility users will be actively screened for COVID-19 prior to entering the facility and will be asked not to proceed into the venue should they display any of the following symptoms:

- Fever
- Chills
- New or worsening cough
- Shortness of Breath
- New muscle aches or headache
- Sore Throat
- Have travelled outside of Canada within the last 14 days
- Is a close contact of a person who tested positive for COVID-19

Face Coverings

In our facility, you must wear a face covering whenever you are not actively engaging in a physical activity. For example, face coverings must be worn:

- Upon entering the facility
- In dressing rooms
- In the lobby and common areas
- When you're travelling to other areas in the facility



Physical Distancing

Guests will be reminded to practice physical distancing by adhering to the 2-metre (6 ft) guideline.

- Signage throughout the facility, along with engineered controls will serve as constant reminders that maintaining social distancing is key to the prevention of transmission of COVID-19
- Washrooms will be modified in relation to facility capacity, as well, as stalls/urinals sectioned off to ensure appropriate distancing is applied
- Common areas will be reconfigured to adjust to the distancing guidelines with arena capacities being adjusted to meet the new regulations.
- Social distancing floor markers and signage will be used to direct flow throughout the facility and in each of the designated areas.

Hand Sanitizers

Hand sanitizers will be placed at various locations throughout the facility including all entrances.

Signage

Signage will be posted throughout the facility to communicate a variety of key messaging reminders concerning health and hygiene, social distancing guidelines, capacity guidelines and to assist with directional flow throughout the venue.

User Groups/Private Renters

User groups will be responsible to ensure that each member entering the facility under their control has been properly screened and responded ‘no’ to all screening questions. Having the organizations keep track of all their members will allow for quicker and easier tracing of who has entered the building in case of a COVID-19 outbreak. This will also ensure the safety and responsible use of the booked space in accordance with the provincial framework.

6.0 Facility Detailed Cleaning/Sanitation Plan

Recreation staff are trained and understand the frequency of surface cleaning and sanitizing, as well as the correct use of appropriate cleaning and disinfecting products/agents through the Vern Miller Community Center to ensure employees, patrons, and contractors are protected against the transmission of the COVID-19 virus.

Recreation staff will clean all surfaces as per the schedule below *(subject to change)*

FREQUENCY	AREA
After Each User Group	<ul style="list-style-type: none"> • Dressing Rooms <ul style="list-style-type: none"> ○ Doors ○ Faucets



	<ul style="list-style-type: none"> ○ Toilets ○ Soap Dispensers ○ Benches ● Ice Area <ul style="list-style-type: none"> ○ Team Benches ○ Top of Boards ○ Railings ○ Gate Handles ● Canteen Area <ul style="list-style-type: none"> ○ Doors/Auto Door Open ○ Tables/Counters ○ Candy Machines ○ Sink/Faucets ○ Refrigerator ● Upstairs Hall <ul style="list-style-type: none"> ○ Doors ○ Bathrooms ○ Tables/Chairs
Scheduled Twice Daily	<ul style="list-style-type: none"> ● Fitness Center <ul style="list-style-type: none"> ○ Water Dispenser ○ Door Handles ○ Bathroom ○ Garbage Cans ○ All Machines ○ All Dumbbells ○ Medicine Balls ○ Benches ● Arena Hall Ways/Ice Surface/ Entrance/Bathrooms <ul style="list-style-type: none"> ○ Floors ○ Doors/Auto Door Open ○ Tables ○ Chairs/Benches ○ Garbage Cans ○ Recycling Bins ○ Payphone

7.0 Vern Miller Community Center Employee Safety Plan

COVID-19 Staff Assessment

To avoid transmission between employees and guests, every employee suspected or confirmed to have contracted COVID-19 must stay home.



Any employee experiencing respiratory illness similar to the flu or a cold such as fever, chills, cough and shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigues or loss of appetite should stay home from work and start to self-isolate immediately.

Calling in Sick with COVID-19 Symptoms

If an employee calls in sick and has symptoms of COVID-19, the employee must be tested for COVID-19 and will remain at home until results are received. If the employee's results are negative, the employee can return to work. If the results are positive, the employee will follow the recommendations from the Porcupine Health Unit and remain isolated for 14 days.

Sick Workers

Sick workers should report their symptoms to their supervisor immediately. The employee will be sent home and directed to contact the Health Unit's Call Center for further guidance related to testing and self-isolation. If the worker is severely ill, call 911. Clean any surfaces that the ill worker has come into contact with. Return to work is permitted after a negative COVID test result and the disappearance of all symptoms for 48 hours, or the specific guidance of the PHU assessment center personnel. To reach the assessment center, call 1-888-962-8718.

Hand Hygiene

Employees must wash/sanitize their hands upon entry into the building as well as before and after eating, taking breaks and providing customer service.

Face Coverings

At this time, wearing a face mask at all times is mandatory. This will be updated as required according to provincial health recommendations.

Shared Spaces/Equipment

Staff should try to maintain physical distancing in all areas including shared spaces. Staff should limit the number of personal items brought into the workplace. Masking is not the only defense against COVID-19 and should not be treated this way. Distancing etiquette is still strongly encouraged whether masks are present or not.

The township reserves the right to deny access to abusers of the safety plan guidance, including organizations which do not regulate or which tolerate abuse of the safety plan by its members. The Township of Black River – Matheson is responsible for ensuring the guidelines are followed and any lapse in safety resulting in harm from activity which takes place at the facility.