

Town of Orangeville Facility Protocols

Effective November 16, 2020 (Version 3)

Orange (Restrict) Stage of Provincial COVID -19 Response Framework

Overview & General Guidelines

The Town of Orangeville is committed to ensuring the health and safety of all participants, visitors and staff to our recreation centres. This document is to outline protocols for use of indoor recreation facilities and will be updated on an as needed basis.

Sport organizations are required to submit a detailed Return to Sport (RTS) plan approved by their governing sport body.

The public are expected to follow provincial protocols under Ontario Regulation 364/20 (Ont. Reg. 364/20) and the Town of Orangeville By-law 2020-055.

- All participants, coaches, parents/guardians, volunteers are required to wear face masks/coverings that securely cover the nose, mouth and chin when entering the facility and must continue wearing it at all times while in the facility unless directly participating in a recreation program. Participants will be required to don their mask after their activity has ended (i.e. after exiting the ice pad the player will don their mask to take of their skates and helmet while they prepare to exit the facility).
- Physical distancing of 2 metres (6 feet) is required at all times while in the facility.

Organizations may choose to “better” these protocols and communicate additional guidelines to their membership.

Screening & Contact Tracing

Organizations/user groups are responsible for ensuring all participants and parents/guardians, coaches and volunteers are screened for COVID-19 symptoms prior to entering the facility each day/scheduled time. User groups are to provide staff/volunteers to complete on-site screening.

- Individuals on duty as a greeter/screener for the organization will arrive 20 to 30 minutes prior to the scheduled activity time and stay 5 minutes past the scheduled activity start time for late arrivals. It is recommended that organizations that have numerous teams playing over the course of several hours have separate greeters/screeners from coaches. Organization greeters must be on duty in order for the Town staff greeter to allow the teams to enter the facility. If the greeter is not present when the participants/teams arrive, the Town staff greeter will not allow participants/teams to enter the facility. No

greeter, no entry. Coaches are responsible for their team and the arrival and departure of their team.

- Screeners for B arena must enter through main entrance to advise Town Staff of their arrival.
- User groups will keep records of all participants and spectators and will be prepared to provide this information if required by the Town of Orangeville and/or Wellington Dufferin Guelph Public Health (WDGPH).

Screening questions must minimally include the following questions:

- New or worsening cough, difficulty breathing, fever or feeling feverish
- Have you had close contact with a confirmed or probably case of COVID-19?
- Are you awaiting test results for COVID-19?
- Have you travelled outside of Canada in the past 14 days?
- Have you been in contact with someone who is ill and who has travelled outside of Canada in the past 14 days?
- Are you waiting for a COVID-19 test result?

Organizations should update screening questions based on direction from the governing sport body and/or Public Health.

Participant capacities are as follows: *

- | | |
|--------------------|------------------------|
| •Ice pads (arenas) | 30 participants on-ice |
| •Pool | 25 participants |
| •Floor | 25 participants |

Each of these capacities does not include Town of Orangeville staff i.e. Lifeguards, but does include coaches and volunteers.

*The organization Return to Sport Plan should outline participant numbers and coaches and volunteers based on direction from governing sport bodies. The participant capacity for game play may be increased based on the governing sport body allowable game play protocols. (To be finalized and discussed with each organization as necessary). Participant numbers may be lowered at any time if directed by the Province's COVID-19 Response Framework: Keeping Ontario Safe and Open.

<https://www.ontario.ca/page/covid-19-response-framework-keeping-ontario-safe-and-open>

- Only one (1) parent/guardian per participant under eighteen (18) years of age is permitted into the facility. **Siblings of participants are not permitted**. Groups should minimize the number of parents/guardians where possible and communicate accordingly to all participants in advance. This helps ensure the maximum capacity is adhered to in all areas. Parents/guardians

are to maintain physical distancing and must enter and exit the facility in the same manner as players.

- Parents/guardians of participants can stay in the facility to spectate (unless the organization has deemed no spectators) and are asked to stay in their child's designated "dressing chair" and spectate from that spot. (The designated spectator area for Red Rink at Alder Recreation Centre is located upstairs behind the last row of stadium seats – physical distancing markers are on the floor). Parents/guardians are not permitted to wonder throughout the facility and do not have in/our privileges.

Come Prepared to Play - Arrival and Entering the Facility

- Participants, coaches, volunteers, parents/guardians must wear a mask at all times when in the facility including change rooms (if used). Participants are to wear their mask until their activity begins. At that time masks can be removed and masks donned again after play.
- It is strongly recommended that participants "Come Prepared" to play by dressing in their required equipment with minimal change required prior to entering the facility. Skates, helmets, and goalie pads can be put on in the facility. Hockey bags will be permitted. Swimmers should be ready to shower and enter onto the pool deck. Parents should be aware of car travel safety for their child and use appropriate car seat safety practices as legislated by the Ministry of Transportation, when dressing their child for participation in on-ice activities.
- Participants for on-ice activities are to arrive not more than 20 minutes prior to their activity time and should be on-time for their activity. Exception - For programs at Tony Rose B arena/floor, participants must arrive 10 minutes prior to their activity. Parents/guardians are asked to be aware of arrival and start times and plan for a timely arrival. These protocols are in place to ensure all participants and visitors are adhering to rules during a pandemic. These are not "normal times" and parents/guardians should be prepared to adjust their "normal" routines to ensure protocols are followed. Last minute arrivals and late arrivals may result in the participant not being allowed into the facility.
- A Town of Orangeville staff greeter will allow entrance to the facility 20 minutes prior to the permitted group time (on-ice activities, exception, 10 minutes prior to activity start time for Tony Rose B floor). If facility entrance doors are locked upon arrival, a Town staff greeter will open the doors in the designated times for greeter and participant arrival. This may be necessary to control non-participants from entering facilities. In cases where a Town staff greeter is not on duty, the organization will be solely responsible for greeting participants and ensuring facility capacities are adhered to (i.e. early morning or late evening permits). Participants are encouraged to communicate in advance with their coach/organization if they are going to be absent. This will help coaches know their participant numbers.
- Participants, teams or coaches arriving earlier than 20 minutes prior to their activity times will be asked to wait outside. Coaches are encouraged to meet their team outside and ensure

parents have completed the COVID screening questionnaire and are ready to enter the facility. Participants should be reminded of arrival times and encouraged to be on time for their scheduled activity. Coaches are responsible for their team/group and must remain with their team until all participants have left the facility after the activity.

- Participants are to use the main entrance to Alder Recreation Centre and Tony Rose Memorial Sports Centre. Exceptions to this are for swimmers with the Orangeville Otters Swim Club who will use the pool hallway entrance at Tony Rose at designated times.
- Parents/guardians must park in the designated parking lot at each facility and must not park in driveway/laneway areas i.e. parents should not park at the north west end of Alder Recreation Centre where participants exit.
- All participants, coaches and spectators will be screened by their organization upon arrival. Town staff will act as greeters at the main entrance to the facility and direct participants, coaches, spectators to their organization greeting area. The greeter/screener from the organization must be on duty before the Town staff greeter will allow teams to enter the facility.
- Each facility has appropriate signage, directional arrows and hand sanitizing stations. Greeter tables are also set up for each organization in the lobby.
- Change room use will be limited. Organizations can choose not to have change rooms available to participants. Use of change rooms should be requested in advance and **only if absolutely required**. Swim Club participants will have access to change rooms as per Health Department regulations for use of showers prior to entering the pool and for a quick change after swimming (maximum **10** minutes). Chairs for participant use are available in each arena and the pool deck to keep personal belongings and put-on/take-off skates, helmets etc.** Two groups of chairs (or bleachers at Tony Rose MSC) are available and are laid out with distance in between to separate groups/teams entering/exiting the arena one after the other. When change rooms are being used participants and parents/guardians must wear a mask. When game play occurs organizations can have both teams use one section of chairs for all players. These players have been deemed to be in the same "player bubble" by the organization and governing sport body.
** Pool change will be available for personal belongings such as winter coats and boots with limited on-deck space for swim bags and equipment.
- Tony Rose, Referee Room A will also be available for referees needing to change on-site. Referees should come dressed to participate when possible. Alternative dressing/change room may be assigned the day of depending on facility activities and dressing room usage.
- Warm-ups will not be allowed inside the facility or anywhere off the ice surface.

- Water bottles should be filled in advance. While water cannot be turned off in certain areas of the facility, participants are encouraged to come prepared. Sharing of water bottles should not be allowed.
- Participants will be directed where to exit the facility. The staff greeter will be directed if needed and available. The goal is to have the least amount of cross-over between groups as possible. Two sets of participant chairs are available in all arenas.

Alder - Red Rink

- Group located under score board exits north east end of arena exiting near the front entrance sidewalk.
- Group located at the far end by dressing rooms exits north west end of arena by flood room.

Alder – Green Rink

- All groups exit at the north west end of arena by the flood room.

Tony Rose – A Rink

- Group located at the north end, near snack bar end of the arena exits via east fire exit door.
- Group located in the spectator seating area at the far end of the arena exits via B Rink.

Tony Rose – B Floor

- All groups enter by the B arena doors. Group A must exit out the north/west exit door to parking lot and Group B will exit out the B entrance door. No entry into A arena.

Tony Rose – Pool – through pool hallway door

- Loitering in common areas is not permitted. Parents/guardians are expected to follow protocols and assist their children to get ready for their activity.

Buffer Times

- Organizations are expected to ensure the flow of participants and plan player times accordingly. The organization's Return to Sport Plan should outline the player routines to ensure cross-over of teams adheres to participant capacities within the facility.
- Coaches should be aware of participant entrance areas onto the ice/floor pads and be aware of people traffic flow in each arena to avoid cross-over of participants. Teams are asked to arrive 20 minutes in advance in order for participants to get ready within 10 minutes and coaches to monitor players during the 10 minute flood time prior to the activity start time, to ensure teams are not crossing over where possible. This is particularly important for Green Rink

at Alder Recreation Centre and when organizations are playing one after the other. Groups using Tony Rose B floor are asked to arrive 10 minutes prior to their floor time.

- Organizations will not be permitted to play over-time games. Organizations must adhere to the scheduled game times so that it does not affect other activities and facility maintenance time such as cleaning of the ice and facility sanitizing. If a coach is late for their scheduled activity time, time will not be added to the end of their scheduled time. They will lose time at the beginning of permitted time.

Washroom Facilities

- Washroom facilities are available for participant and spectator use. Arena dressing room washrooms will be available for participants.
 - Alder - Red Rink spectators – upstairs washrooms located at the end of red rink
 - Alder - Red Rink participants – Room #1
 - Alder – Green Rink participants and spectators – Room #7
 - Tony Rose – A Rink participants – Referee Room A (also deemed as self-isolation room if required)
 - Tony Rose – A Rink spectators – main lobby washrooms
 - Tony Rose – Referee Room A will also be available for referees needing to change on-site. Referees should come dressed to participate when possible.

Skate Shop

- Mel's Skate Shop (Alder Recreation Centre) is open for service and is open based on facility usage. It is preferred that customers schedule an appointment. If parents/guardian/coaches require service prior to one-ice time, please speak with the greeter on duty.

In the Event of a Positive COVID-19 Test within an Organization

In the case that a participant, coach, volunteer or staff within an organization tests positive for COVID-19 the following steps must be taken:

- The Town and the governing sport group must be notified immediately.
- Notify WDGPH and follow recommendations, including further testing and contact tracing review if required.
- The organization along with Town representatives will review the organization's Return to Sport Plan.
- The individual/s that have tested positive must remain at home until they have recovered and have provided a negative test result.
- Review organization attendance records and notify participant families where needed.

- The organization may be required to cancel play and ask participants that have been in close contact with the individual tested positive to self-isolate and get a test.
- The Town has the right to cancel permits/programs based on a positive test within an organization. This may be a short-term solution until confirmation and direction can be provided by WDGPH. Organizations are encouraged to review permit times and re-allocate times to other teams if at all possible. Otherwise, Town staff will work with the organization to determine permit fee cancellations where required.

Organization Sign-off

Issued by Town of Orangeville

By: Sharon Doherty, Manager, Recreation & Events

November 16, 2020

Signature: 

All questions regarding this protocol, must be directed in writing to Karen Hunt, Coordinator Facilities at khunt@orangeville.ca. Updates to the protocol will be in writing and will be maintained in updated version of this document.

Our organization has reviewed the Facility Protocols and understands all the information as presented. Our organization will ensure that the protocols are shared with and understood by our participants, coaches, volunteers and parents/guardians. We understand that protocols can change based on direction from the Province of Ontario and Wellington Dufferin Guelph Public Health. We understand that the Town has the right to change protocols with limited notice. In the event of a positive COVID test within our organization, the Town has the right to suspend all activity of our organization until a review is completed and public health clearance is given.

Organization: _____ Date: _____

Signature of Organization Representative: _____

Name of Organization Representative: _____

Received by Town Representative: _____