



## **MUNICIPALITY OF EAST FERRIS**

# **EAST FERRIS COMMUNITY CENTRE COVID-19 SAFETY PLAN**

A guide for the safe operations of the East Ferris Community Centre in accordance with provincial guidelines as set by the Province and the local Health Unit to minimize the risk of transmission of the COVID-19 virus.

**September 22, 2020**

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## Introduction

This Safety Plan will outline the steps taken by the Municipality of East Ferris to ensure that the East Ferris Community Centre staff meet the requirements of the Province and the North Bay Parry Sound District Health Unit for re-opening of the East Ferris Community Centre to minimize the risk of transmission of the COVID-19 virus.

Additionally, through guidance from Parks and Recreation Ontario and Ontario Recreation Facilities Association (ORFA), along with other industry partners, extra measures have been taken to ensure that the highest standards and processes have been adopted as they relate to preventing the transmission of COVID-19 amongst our 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 a level of business activity within our facilities while still faced with the threat of this pandemic.

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 greater community. Please do not hesitate to contact us should you require additional information and/or clarification at (705) 752-3566.

Thank you for your anticipated support and cooperation. Stay Safe!

# East Ferris Community Centre 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, shortness of breath, sore throat, painful swallowing, runny nose, loss of sense of smell, headache, muscle aches, fatigue or loss of appetite should stay home from work and start to self-isolate immediately. You may use the Ontario COVID-19 self-assessment tool <https://covid-19.ontario.ca/self-assessment/> if you are worried you were exposed to COVID-19 (novel coronavirus) or have symptoms. Contact the North Bay Parry Sound District Health Unit at (705) 474-1400 for advice. Follow the advice you receive and inform your supervisor.

It is likely that you will be required to self-isolate at home for a minimum of fourteen (14) days from the onset of these symptoms and to stay home until these symptoms are completely resolved. If you are advised to be tested for COVID-19 and your test result is negative, you must contact your manager to discuss returning to work.

## Sick Employees

- If an employee should experience symptoms during their shift, they are to contact their supervisor or manager immediately.
- Sick employees are to wash or sanitize their hands and ensure they are wearing their masks at all times.
- The employee may be asked to isolate in the designated room. or go straight home and call the Health Unit for further guidance related to testing and self-isolation.
- If the employee is severely ill (e.g. difficulty breathing or chest pain), call 911.
- Clean and disinfect any surfaces that the ill employee has come into contact with.

## Hand Hygiene

Employees must wash their hands upon entry to the building and before and after:

- Eating
- Breaks
- Smoking
- Blowing one's nose, coughing, or sneezing
- Using the washroom
- Being in contact with animals or pets
- Using shared equipment, supplies, and materials

## **Face Coverings**

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

Cloth masks must be properly cleaned. All face coverings that cannot be cleaned should be thrown out and replaced as soon as they get slightly wet, dirty or crumpled.

## **Shared Spaces/Equipment**

- Staff should try to maintain physical distancing in all areas including shared spaces such as the Administration Office and designated staff rooms.
- Personal items brought into the workplace (e.g. bags, shoes, jackets) must be kept to a minimum.
- If personal items are brought into the workplace, adequate space must be provided between each employee's items to encourage physical distancing and to reduce transmission.
- All personal belongings must be brought home at the end of each shift.
- Shared equipment such as the photocopier, and other office equipment should be properly disinfected after each use.
- All frequently touched areas in shared common spaces should be properly disinfected as frequently as possible.
- Staff room should be cleaned after each use with a deep clean of all equipment at the end of the day.
- Uniforms should be washed at home at the end of each shift.

## **East Ferris Community Centre COVID-19 Safety Plan**

The East Ferris Community Centre has involved frontline employees, supervisors, and our health and safety representative in the creation of procedures for staff safety during the COVID-19 pandemic. The procedures listed in this document meet the requirements for provincial orders, health unit regulations, and industry guidelines:

- Areas identified where people gather (washrooms, meeting rooms, change rooms and staff rooms).
- Job tasks identified where employees are close to one another or the public.
- Tools and equipment identified which could be shared while working.
- Surfaces identified which people touch often (doorknobs, light switches).
- Barriers are installed at the front desk (administration office) for physical distancing. Barrier cleaning is included in the cleaning protocol.
- Identified rules and guidelines for how employees should conduct themselves.
- Clearly communicated new guidelines to staff through a combination of training and signage.
- PPE training completed prior to opening.

- Handwashing locations are visible and easily accessible.
- Cleaning protocols implemented for shared workspaces and equipment.
- Training provided for COVID-19 training procedures.
- Policies are in place for employees who are showing symptoms of COVID-19.
- Visitors are prohibited or limited in staff dedicated spaces.
- Staff should leave the building immediately after their shift ends.
- Regular risk assessment and procedure review will occur to ensure safety for staff and patrons.

## Facility Admission & Access

To mitigate risks related to its facilities, the East Ferris Community Centre is implementing the following facility admission and access protocols:

1. Access will be limited to those participating in the booked activity i.e. participants, instructors, coaches.
2. Designated separate entrance and exits will be located to/from the exterior of the facility.
3. At the entrance, signs are installed to inform patrons that:
  - i. Patrons must not enter if they suspect they have COVID-19 or if they have any of the known COVID-19 symptoms.
  - ii. Patrons must be wearing a face covering.
  - iii. Patrons must maintain a physical distance of 2 metres from other patrons and staff.
  - iv. On arrival, patrons must wash their hands or disinfect with hand sanitizer
  - v. Patrons should avoid the facility if they are at high-risk of COVID-19 contraction or severe illness.
4. All players must arrive dressed and are permitted to use the designated dressing rooms to tie skates, fasten helmets, and remove skate guards.
  - i. Dressing rooms 4 & 5 will be mark out to hold 10 users.
  - ii. Dressing rooms 1 & 2 will be marked out to hold 6 users.
  - iii. Dressing room 6 will be used for Referees.
5. Showers remain off limits at this time.
6. You must vacate the facility immediately after your rental time is finished (within 10 minutes). Skaters will change from skates back to street shoes in the same dressing room they used previously and exit the building through the side door located next to the canteen (exiting on post office side).
7. Skate guards/shoes and small equipment bag will be left in the designated dressing rooms as the participant takes the ice.
8. One parent/guardian per ice user will be permitted to attend to supervise their child/children. Spectating will be allowed in designated bleacher areas and must follow social distancing protocols.

9. **Spitting is prohibited in the facility and on the ice.**
10. The water fill stations will be disabled, so you must bring your own pre-filled water bottle.
11. No Lost & Found. All items left in the facility will be disposed of.
12. Any food and drinks brought into the facility must be consumed in designated seating area.

### **On-Ice Procedures**

1. For hockey related activities there is **a total maximum of 36 participants permitted** per booking (including coaches).
2. A 30-minute flood/disinfection of the space will be scheduled in between rentals where a different user group has booked the facility.
3. On ice access will be regulated. Player benches may be used with attempt to practice social distancing. Participants must place their own labelled water bottles on the top rail at bench in marked area.
4. Timekeeper box is for game use only. Only one timekeeper is permitted.
5. Use of music port is not permitted at this time.
6. **Use of penalty box is not permitted at this time.**

### **General Access**

1. General public will not be permitted access to the venue without a pre-scheduled appointment for all administrative purposes. All guests must report to the Administrative Office for approved access into the venue.
2. Facility access is provided with separate entry and exit points. Entrances will have signage and floor markings to encourage physical distancing and to control access through the facility.
3. Signage, floor markings and barriers are installed to guide patrons in and out of the facility and to each of the rentable spaces.
4. Capacity signage will be posted in all areas including washrooms and other accessible areas of the facility.
5. Lounge seating will be subject to social distancing requirements.
6. There will be **NO DRYLAND TRAINING SPACE PROVIDED** in the facility.
7. Leaseholders and User Groups access into office space will be limited to administrative and coaching staff ONLY. User groups with office space will be required to report in at the Administrative Office in the Community Centre when accessing the facility.
8. Contactors, service providers, bookings/payments, etc. must check in at Administrative Office.
9. Facility guidelines and protocols must be followed for the safety of all staff, participants, and the greater community; any violations could result in the termination of the booking contract.

## User Group and Patron Safety

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

Guests will be asked to conduct a self-assessment 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
- Are a close contact of a person who tested positive for COVID-19

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

**Physical Distancing:** guests will be reminded to practice social distancing by adhering to the 2-meter (6 foot) separation guideline.

- Signage throughout the facility 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. Bathroom stalls/urinals and sinks will be sectioned off to ensure appropriate distancing is applied.
- Common areas will be reconfigured to adjust to the distancing guideline with arena capacities being adjusted to meet the new regulations.
- Social distancing floor markers, belt barriers and signage will be used to direct flow throughout the venue and in each of the designated arenas.

**Hand Sanitizers:** Hand sanitizer will be placed at various locations throughout the venue including all entrances, elevator landings, pre-function areas and in each of our meeting rooms.

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



**User Groups/Private Renters:** A return to play safety plan in accordance with the appropriate provincial or national association guidelines is required by all user groups. This is to ensure the safe and responsible use of the facility.

**Isolation Room:** An isolation room will be available to those participants experiencing signs of illness or Covid-19 related symptoms.

**NOTE:** These protocols are being implemented to ensure the safety of all staff, participants, user groups and the greater community. Together, through our combined efforts we can reduce the transmission of COVID-19 resulting in a safe environment for all to enjoy!

## Return to Play Safety Plans

All eligible user groups renting municipal facilities are required to have a COVID-19 Safety Plan that clearly demonstrates how activities will be provided to align with the directives of the Provincial Health Officer, local authorities and other relevant regulators.

All eligible user groups wishing to rent space at East Ferris Community Centre or Corbeil Park Hall will be required to submit a Safety Plan along with their booking application, signed waiver and proof of appropriate insurance coverage with the Municipality as an additional named insured.

Each local sport organization is expected to follow its Provincial or National Sport Organization's Return to Play safety plan.

Other user groups are expected to have a similar plan outlining its safe practices to reduce transmission of COVID-19. Sport groups should consider the following when developing their return to play plans:

- Meet the provincial guidelines in the delivery of the activity by:
  - Maintaining social distancing
  - Minimal sharing of equipment
  - Focus on skill development and small group training
  - Interactive games/scrimmages is prohibited at this time

User groups need to be flexible to accommodate and respond to changes in community, if you are unsure of restrictions with the community contact the North Bay Parry Sound District Health Unit.

## Facility Detailed Cleaning/Sanitization Plan

Facility operators and dedicated cleaners when required, will be trained and understand the required level of cleaning services applied throughout the East Ferris Community Centre to ensure employees, patrons and contractors are protected against the transmission of the COVID-19 virus.

Facility operators and dedicated cleaners will clean all surfaces as per the schedule below:

<b>FREQUENCY</b>	<b>AREAS OF INTEREST</b>
After Each User Group	<ul style="list-style-type: none"><li>• Hockey Nets (if used)</li><li>• Dressing Rooms</li></ul>
Frequently Cleaned Areas (min. 3 times per shift)	<ul style="list-style-type: none"><li>• Door Touch Points</li><li>• Players Benches</li><li>• Washrooms</li><li>• Arena Ice Surface Ledges</li><li>• Timekeeper Box – Depending on Use</li><li>• Tables</li><li>• Chairs</li><li>• ATM</li></ul>
As Scheduled (daily, at end of day)	<ul style="list-style-type: none"><li>• Floors</li><li>• Partitions</li><li>• Windows</li><li>• Garbage Cans</li><li>• Recycling Bins</li></ul>

## Facility Operator Training

Facility operators and dedicated cleaners when required, will receive or will have received in-house training with the following items to ensure our workers are safe, secured, and protected while achieving the expected standards of cleaning required during COVID-19 and any future pandemics.

- Workplace Restart Orientation
- WHMIS
- Preventing cross-contamination while cleaning
- Level of required cleaning services and touch points
- Understanding of Provincial Health Orders
- HVAC Controls
- Exposure Control Plan
- Staff COVID-19 Self-Assessment
  - Any employee experiencing respiratory illness must contact the North Bay Parry Sound District Health Unit (705-474-1400) for advice
- COVID-19 Safety Plan
- Proper personal hygiene practices for staff to mitigate transmission risks
  - Wash hands with soap and water
    - Upon entry of building
    - Before and after eating and breaks
    - Using shared equipment
    - Providing customer service
- Proper use, safe handling and disposal, and purpose of Personal Protective Equipment
- Emergency Evacuation Protocol
- Facility Capacity and Traffic Flow

## Facility Operator Worker Protection

To ensure the health and wellbeing of our employees and dedicated cleaners, to decrease operational costs, and to maintain business continuity, the East Ferris Community Centre will utilize the following practices:

- All employees and patrons exhibiting any COVID-19 symptoms will be asked to stay home and report to a health care provider.
- Sick employees should use the Ontario COVID-19 self-assessment tool. Anyone with symptoms can now be assessed and receive a COVID-19 test:  
<https://covid-19.ontario.ca/self-assessment/>

- Frequent handwashing with soap and water for at least 20 seconds each time, otherwise, alcohol-based hand sanitizer will be provided throughout the facility.
- Safety talks will be conducted daily between Operations Manager, Facility Foreman, Administrative Assistant and Facility Operators to discuss:
  - Inventory
  - Personal hygiene practices
  - Worker safety and concerns
  - Guest safety and concerns
- Employees are required to wear a face covering and should be aware of the following:
  - Masks can become contaminated on the outside when touched by hands so employees should avoid touching or adjusting them often;
  - Masks that become wet, soiled or damaged are less effective and must be replaced immediately;
  - Masks must be put on and taken off correctly, including not touching the front of the mask, and washing hands;
  - Cloth masks must be washed every day using the warmest water setting, and stored in a clean dry place to prevent contamination; and
  - Never share masks with others.
- A plexiglass protection panel will be placed at the front desk counter of our Administrative Office to serve as a protective barrier when interacting with customers.
- The East Ferris Community Centre will not be providing brochures, newspapers, or magazines as part of its resource and information hub.
- Patrons are encouraged to use electronic alternative of paper handouts; moreover, patrons are asked to remove all excessive paper-based materials from meeting rooms to protect employees.
- Signage and belt barriers will be utilized to direct flow, control access/egress and space capacities.

## **Food and Beverage Service**

Puck Drop Pantry is the arena concession provider at the East Ferris Community Centre. They will not be operating for the 2020-2021 season.

Outside food and drinks are permitted within the facility. Patrons must be seated prior to removing their masks to consume food and/or drinks.

Waste must be deposited in designated containers.