



# SEGUIN TOWNSHIP

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## COVID-19 Addendum to Facility Rental

Seguin Township responded to the direction from our public health officials to first close our facilities and cease offering services, and we are now responding to the direction to reopen our facilities and offer services to our community cautiously, with the safety of our staff and community being our priority. This includes permitting user groups access to our facilities, but solely on the basis that COVID-19 precautions will be adhered to by any and all user groups and individual participants.

We cannot be certain that a person (of any age) will not contract COVID-19 at any one of our facilities but we have taken the steps required to develop our Municipal COVID-19 Safety Plan, and are now implementing the policies and procedures to keep our community safe. We need to work together to ensure that our facilities stay as clean and safe as possible for every person entering our facilities.

As the representative of a user group, you are required to read and confirm that you understand the COVID-19 Safety Plan and COVID-19 policies and procedures in the facility you will be entering. You are also required to complete and submit the attached checklist and questionnaire for Township approval prior to being granted permission to rent any municipal facility. You are required to take steps to ensure that all attendees and participants act in accordance with the Municipal COVID-19 Safety plan.

I have read, understand and agree to this addendum to Facility Use Rental Agreement.	<b>Initial Here</b>
I have reviewed the Township of Seguin's Municipal COVID-19 Safety Plan and fully understand that although the Township is committed to provide a safe and healthy environment, COVID-19 is a communicable disease and it is impossible to eliminate complete risk of potential contagion.	<b>Initial Here</b>
I will comply with the requirements regarding social distancing; safe work practices of washing hands; coughing sneezing etiquette; remain at home if I experience any COVID-19 symptoms, such as fever, chills, new or worsening cough, shortness of breath, sore throat and new muscle aches or headaches.	<b>Initial Here</b>
I have completed and submitted the COVID-19 Safety Plan Checklist below.	<b>Initial Here</b>

\_\_\_\_\_  
 Print Name Clearly

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Organization (if applicable)

\_\_\_\_\_  
 Phone Number (daytime)

\_\_\_\_\_  
 Email address

# COVID-19 Safety Plan Checklist

All groups are required to complete and submit the following checklist to the Township for approval, prior to being granted permission to rent any municipal facility.

This checklist/plan will form an essential component of your rental agreement/contract.

## Step 1: Review the Municipality COVID-19 Safety Plan

- We have received and reviewed the Municipal COVID-19 Safety Plan. We understand that before we are permitted to play on or in municipal recreation spaces, this Safety Plan Checklist must be fully completed by the renter, and then submitted and approved by the Municipality.
- We understand that failure to adhere to the safety plan could result in the removal of access to municipal spaces.
- We confirm that our group will not exceed the maximum capacity for the facility (ie. Capacities have been reduced by the Municipality to allow space for physical distancing).

## Step 2: Assess the risks at your sport/event

Identify areas where there may be risks, either through close physical proximity or through contaminated surfaces. The closer together individuals are and the longer they are close to each other, the greater the risk.

- We have identified and have a mitigation plan for areas where people gather and have a plan to minimize risk/exposure.
- We have identified situations and processes where individuals are close to one another or members of the public and have a plan to minimize risk/exposure.
- We have identified the equipment that may be shared by individuals and have a plan to minimize risk/exposure.
- We have identified surfaces that people touch often and have a plan to minimize risk/exposure.

## Step 3: Implement protocols to reduce the risks

- We have established maximum program numbers for our program that meets facility requirements. We agree that we will have no more than the number of attendees/players/coaches/spectators than the facility has set as the limit.
- We have communicated to the attendees, players, coaches, parents, and all individuals associated with our group that we have established measures to keep participants and others at least 2 metres apart, wherever possible.
- We have implemented measures to keep participants and others at least 2 metres apart, wherever possible.
- We have established and communicated occupancy limits for common areas such as lobbies, meeting rooms, change rooms, and washrooms.
- We have considered and are prepared to bring barriers to separate participants/attendees where they can't keep physically distant.
- We have identified rules and guidelines for how attendees, participants and spectators should conduct themselves in order to reduce transmission of COVID-19.
- We have clearly communicated these rules and guidelines through a combination of training and signage.
- We have communicated good hygiene practices to all attendees.
- We have implemented cleaning protocols for all common areas and surfaces.

### Measures in place

List your control measures for maintaining physical distance in your sport environment.

Describe how barriers or partitions will be used in your environment (if applicable):

Provide information about your cleaning plan. Specify who is responsible for cleaning, and what cleaning protocols will include (e.g. which surfaces, tools/products, equipment, frequency, etc).

#### Step 4: Develop policies

Develop the necessary policies to manage your sport/activity. We have created policies for our group that will ensure that:

- Anyone exhibiting symptoms of COVID-19 within the last 10 days will not be permitted to enter the facility. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat and new muscle aches or headaches.
- Anyone who has been instructed by public health to isolate, or arrived from outside of Canada or had contact with a confirmed COVID-19 case within the last 14 days, will be refused entry to the facility.
- Attendees and participants are encouraged to stay home when sick.

What are your policies for screening/sickness/refusal of entry?

#### Step 5: Develop communication plans

You must ensure that everyone attending your event, or participating in your activity/program knows how to keep themselves safe while participating:

- In advance of the use of the municipal facility, we will communicate to all attendees/participants our safety plan as well as the Municipal COVID-19 Safety Plan, and will confirm that they agree to attend our event, or participate in our activity as outlined by the policies and procedures set out in both of these documents.
- We have communicated that attendees or participants not observing our plan, or the Municipal COVID-19 Safety Plan, will not be permitted to participate in the event/activity/program.
- All participants/attendees have received the policy, and encouragement, for staying home when sick.
- Coaches/group leaders (where applicable) have been trained on monitoring participants to ensure policies and procedures are being followed.
- I will obtain contact information from all participants (daily attendance) for contact tracing purposes and will provide this information to the North Bay Parry Sound District Health Unit if requested.

Describe how all policies and procedures will be communicated to attendees **prior** to the event/activity: