



SEGUIN TOWNSHIP

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COVID-19 Addendum to Facility Rental

As per Regulation 364/21, 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 COVID-19 Safety Measures.

I have read, understand and agree to this addendum to Facility Use Rental Agreement.	Initial Here
I have reviewed the Township of Seguin's COVID-19 Safety Measures 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.	Initial Here
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.	Initial Here
I have completed and submitted the COVID-19 Safety Plan Checklist below.	Initial Here

 Print Name Clearly

 Organization (if applicable)

 Mailing Address

 Phone Number (daytime)

 Date

 Email address

 Signature

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 COVID-19 Safety Measures (Public Facilities or Humphrey Arena Ice Rentals)

- We have received and reviewed the Municipal COVID-19 Safety Measures (Public Facilities or Humphrey Arena Ice Rentals). 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

- Due to the fact that hockey and skating are a physical activity that involves multiple participants, and where it is not always possible to maintain a physical distance of 2 metres from other participants/players, it is recommended that every effort is made to encourage the group to form a cohort (same small group of participants each time). Cohorts limit the risk of disease transmission because they reduce the number of people with whom participants have close contact. It is recommended that players do not participate in multiple cohorts or leagues, to reduce the risk of transmission. I understand this and will communicate this to all participants.
- We will ensure that there is at least one person on the ice over the age of 18 who will be responsible for monitoring and enforcing all on-ice protocols.
- We understand that the time-keepers box and scoreboard equipment is not being sanitized regularly, as it is not being used during every rental. As the renter I understand that if I choose to use this equipment, I will have no more than 2 persons in this enclosed space, they will wear masks at all times, and they will use the sanitizing products available to disinfect before and after every use.
- 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

Description of activity (youth hockey, adult hockey, figure skating, recreational skating, pickleball, other)

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 or N/A):

Expected Attendance (Maximum at any given time – note the maximum on the ice is currently 30 people including coaches, referees, etc.

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). For those using the arena, you are responsible for cleaning any shared equipment. The dressing rooms, lobby, and spectator areas are being cleaned regularly by arena staff.

Step 4: Develop policies

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

All participants will be required to complete a COVID-19 self-assessment.

Recommended: <https://covid-19.ontario.ca/self-assessment/>

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 is your policy 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 Seguin Township COVID-19 Safety Measures, 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 Seguin Township COVID-19 Safety Measures, 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 contract tracing purposes and will provide this information to the North Bay Parry Sound District Health Unit if requested. I will save all contact tracing information for a period of 30 days.

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

Please provide a contact name and cell phone number for the person who will be physically present during the rental

Name: _____ Cell Phone Number: _____