

# Seguin Township COVID-19 Safety Plan

## INTRODUCTION

### **Purpose**

Seguin Township is committed to providing a safe and healthy workplace for all our staff. A combination of measures will be utilized to minimize worker exposure to COVID-19. Our work practices and procedures will protect not only our workers, but also contractors and the public who enter our facilities. The Safety Plan is to provide guidance to employees on the policies, procedures and safety protocols that must be followed to prevent or reduce exposure to COVID-19.

### **Risks**

The risk of person-to-person transmission is increased the closer you come to other people, the more time you spend near them, and with an increase in close contacts. Physical distancing measures help mitigate the risk.

The risk of surface transmission is increased when many people contact the same surface, and when those contacts happen in short intervals of time. Effective cleaning and hygiene practices help mitigate this risk.

It is not certain how long COVID-19 survives on surfaces, but it seems to behave like other coronaviruses. Preliminary information on COVID-19 suggests that the virus may persist on surfaces for a few hours or up to several days depending on different conditions, such as temperature, type of surface and humidity of the environment. The virus lasts longer indoors and on cold surfaces.

Products shipped within or from outside of Canada could also be contaminated. However, because parcels generally take days or weeks to be delivered, and are shipped at room temperature, the risk of spread is low. There is no known risk of coronaviruses entering Canada on parcels or packages.

To protect yourself from COVID-19, make sure to do the following when handling products shipped within or outside of Canada:

- Use good hygiene measures
- Regularly clean and disinfect surfaces
- Do not touch your eyes, nose, and mouth

### **Policies**

Seguin Township will strive to find ways to control or eliminate exposure COVID-19 by developing and implementing proper controls, safe work procedures and educating and training staff. The Municipality will follow direction and controls as specified by the federal and provincial governments, and the North Bay Parry Sound District Health Unit.

### **Scope**

This COVID-19 Safety Plan applies to all Municipal employees, Councillors, contractors, volunteers, and members of the public / visitors.

## RESPONSIBILITIES

### Management

- Ensure that the materials (for example, gloves, masks, alcohol-based hand rubs, and washing facilities) and other resources such as worker training materials required to implement and maintain the plan are readily available where and when they are required.
- Select, implement, and document the appropriate site-specific control measures.
- Ensure that Supervisors and workers are educated and trained to an acceptable level of competency.
- Ensure that workers use appropriate personal protective equipment and have been adequately trained on how to use it.
- Conduct a periodic review of the plan's effectiveness. This includes a review of the available control technologies to ensure that these are selected and used when practical.
- Close facilities or limit services to the public if warranted and/or as directed by the applicable health authority.
- Ensure that workers maintain physical distancing (2 meters/6 feet apart) while completing their work safely.

### Supervisors

- Ensure that physical distancing is maintained.
- Ensure that workers are adequately instructed on the controls for the hazards at the location.
- Direct work in a manner that eliminates or minimizes the risk to workers.
- Send workers home if they exhibit symptoms associated with the COVID-19 and/or have been diagnosed by a medical practitioner to have the flu.
- Immediately advise Human Resources of any worker reporting illness.

### Workers

- Ensure that physical distancing is maintained.
- Use required PPE as instructed.
- Know the hazards of the workplace.
- Follow established work procedures as directed by the employer or supervisor.
- Report any unsafe conditions or acts to the Supervisor, Human Resources or the Joint Health and Safety Representative.
- Know how and when to report exposure incidents.
- Leave work if experiencing cold or flu-like symptoms and stay home until the symptoms are gone.

### Human Resources

- Provide information to workers on COVID-19.
- Keep copies of any records or concerns related to COVID-19.
- Act as a resource for any workers with questions or concerns.
- Communicate to Management team any reported COVID-19-related illness.

## **Transmission**

Exposure to the virus that causes COVID-19 can occur by:

- Breathing droplets in the air that are generated when people cough or sneeze
- Close contact with other people (shaking hands or hugging)
- Touching contaminated surfaces and then touching the face, mouth or food
- Touching contaminated surfaces and then touching another surface may cause the virus to transfer from one surface to another.

COVID-19 can be transmitted even by people who are not displaying symptoms of the disease. People who may be infected with COVID-19 should not come to work. This includes people who:

- Have or have had symptoms of COVID-19 in the past 10 days
- Have travelled outside of Canada within the previous 14 days
- Live with or have been in close contact to someone with COVID-19 (presumed or confirmed) within the past 14 days.

## **Risk Identification and Assessment**

The extent of control measures outlined in this Safety Plan will depend on the level of risk to worker health and safety. An important part of the plan is to ensure all work groups and tasks are identified and assessed for their level of risk. Appropriate protective measures will vary according to the level of risk and kinds of activities an employee performs.

There are three primary routes of transmission for COVID-19, all of which need to be controlled. These include contact, droplet, and airborne transmission.

### ***Breathing in droplets in the air***

Public Health advises that COVID-19 is not typically transmitted through airborne transmission, however, if somebody coughs or sneezes they do generate droplets which are airborne for at least a short period of time but do not float in the air and generally fall to the ground within one to two meters. Anybody who is near the individual may risk breathing in these droplets. Physical distancing (maintaining 2 metres/6 feet of distance from other people at all times) will reduce the risk of this occurring.

### ***Close contact***

Close contact refers to physical contact with another person, for example shaking hands or hugging. When people cough or sneeze droplets may deposit on their skin or clothing, especially if they cough or sneeze into their hands.

People who are carriers of COVID-19 may transfer the virus from their hands or clothing to others during close contact.

### ***Surface contact***

Surfaces can become contaminated when droplets carrying COVID-19 deposit on them, or when they are touched by a person who is infected. Surface contact involves a worker touching a contaminated object such as a table, doorknob, telephone, or computer keyboard or tool, and then touching the eyes, nose, or mouth. Surface contact is important to consider because COVID-19 can persist for several days on surfaces.

## Risk Control

### Hierarchy of Controls:

1. **Elimination** of face-to-face contact is the best control possible. This would include closing facilities and reception counters, relying on phone, email, or regular mail to answer public questions. Limit meetings and rely on conference calls, mail, or messenger tools. Take financial transactions by electronic means rather than cash or cheque at municipal counters.
2. **Engineering controls** would be such things as working from behind a plexiglass barrier when receiving payments or documents. This will not prevent all exposure so Administrative controls and/or PPE will also be required.
3. **Administrative controls** include hand washing and cough/sneeze etiquette. A policy of no hand shaking at meetings may also be a suitable control.
4. **Personal Protective Equipment (PPE)** would be the wearing of masks, respirators, gloves, goggles and/or face shields.

## Safe Work Practices

### Hand Washing and Hygiene

Hand washing is one of the best ways to minimize the risk of infection. Proper hand washing helps prevent the transfer of infectious material from the hands to other parts of the body – particularly the eyes, nose, and mouth – or to other surfaces that are touched.

Employees will wash hands (or use the first available hand sanitizer):

- Upon entering the building and before leaving a work area
- After handling materials that may be contaminated
- Before eating, drinking, smoking, handling contact lenses, or applying makeup.
- Regularly throughout the day.

Use soap and warm running water; it does not have to be hot to be effective. If water is unavailable, use a waterless hand cleanser that has at least 70% alcohol.

Follow the manufacturer's instructions on how to use the cleanser. Wash and rinse your hands for at least twenty seconds. Workers should avoid touching their face, nose, and mouth and avoid rubbing their eyes. Personal hygiene should be maintained, and routine hand-washing must take place. Dispose of anything that meets your mouth such as tissues or plastic eating utensils.

### Cough and Sneeze Etiquette

Workers are expected to follow cough/sneeze etiquette, which is a combination of measures that minimizes the transmission of diseases via droplet or airborne routes. Cough/sneeze etiquette includes the following components:

- Cover your mouth and nose with a sleeve or tissue when coughing or sneezing
- Use tissues to contain secretions, and dispose of them promptly in a waste container
- Turn your head away from others when coughing or sneezing
- Wash hands regularly

Workers who develop flu-like symptoms including fever, cough, sneezing, sore throat should immediately report it to their supervisor and go home or remain at home.

Workers may need to isolate for 10 to 14 days at home depending on the outcomes and advice of health professionals.

Anyone who may have been working in close proximity to a worker with flu-like symptoms, who was not following the requirements of the social/physical distancing procedure may be required to self-monitor for symptoms.

### **Social/Physical Distancing**

Workers are required to ensure they maintain at least six feet or two meters away from other workers. Large group congregation should be avoided. Seguin Township will strive to limit groups of workers coming together for training/orientation, lunch, staff meetings, etc.

Workers should not congregate at the entrances, work areas, washroom facilities etc. The Municipality will ensure that tasks that may involve two workers will be conducted with the minimum physical distancing measures in place. Where this is not possible, additional PPE will be required. Vehicle use is limited to 1 occupant wherever possible. When staff must share a vehicle and 2 metre physical distancing is not possible, staff are instructed to wear a mask.

### **Cleaning and Disinfecting**

Extensive cleaning and sanitizing of work areas, hard surfaces, vehicles, tools, meeting rooms and hard porous surface areas will be cleaned before and after use on a regular basis. Approved disinfectants will be used as recommended by Health Canada. Material Safety Data Sheets will be made available. Staff will avoid sharing equipment wherever possible.

### **Gloves**

Municipal workers may be provided with protective gloves. These should be worn as per job/safe work procedure requirements. This will reduce the likelihood of transmission and may reduce the instance of workers touching their eyes, nose, or ears. Gloves should be replaced frequently and disposed of safely.

## **TRAINING**

Department heads and/or supervisors are to conduct the necessary training to ensure their personnel can operate in accordance with this plan. Workers will receive information on the following:

- The risk of exposure to COVID-19, and the signs and symptoms of the disease
- Safe work practices/procedures to be followed, including hand washing and cough/sneeze etiquette
- How to seek first aid
- How to report an exposure to, or symptoms of COVID-19

Training will be in form of reviewing this COVID-19 safety plan, staff meetings, bulletins, and email communication. Should presentations be made available from the North Bay Parry Sound District Health Unit or other local Health Authorities, these will be made available to staff where required.

## DOCUMENTATION

Appendix A – Covid-19 Safety Measures: Municipal Building

Appendix B – Covid-19 Safety Measures: Public Rental Facilities

Appendix C – Covid-19 Addendum to Facility Rental

Appendix D – Covid-19 Safety Measures: Humphrey Arena Ice Rentals

Appendix E – Seguin Township Face Mask Policy

## Appendix A

### Covid-19 Safety Measures Seguin Township Municipal Building

#### General Procedures

The purpose of these safety measures is to minimize the health risk of COVID-19 to employees and the public by reducing exposure to the virus through operating protocols and physical barriers. These procedures have been developed based on information from local public health authorities as well as requirements/policies issued by governments at all levels.

#### Communication:

- Communication and signage will be posted making known the required safe practices when entering into Municipal building.
- Warnings will be placed on the Municipal building door warning that anyone displaying COVID-like symptoms will not be permitted to enter the building.
- Staff will be screened regularly for health issues.
- Should an in-person meeting with staff be required, booking appointments will be the practice. Impromptu in-person meetings are to be avoided.
- The public will be encouraged to conduct any manner of business electronically.
- Illness reporting requirements will be well communicated in the workplace through training and signage.
- Employers will be required to train staff on possible COVID-19 transmission in the workplace, review what steps are being taken to protect them and how they can protect themselves, including frequent hand washing, sanitizing items and surfaces more frequently, following tool disinfection procedures, and not touching their face.
- All measures put in place will be well-communicated to all staff and the public.

#### Physical Distancing:

- All persons (employees and others) shall maintain a safe distance of 2 metres/ 6 feet between themselves.
- The front entrance doors will remain locked to manage number of visitors.
- Members of the public shall occupy the indicated safe distance spaces and respect the signage in the entrance area.
- Members of the public will be required to wear a mask upon entering the Municipal building.
- Members of the public, if they must consult in an area other than the front lobby, shall use the Council Chambers only. The use of appointments will be highly recommended.
- Elevator use will be limited to one person at a time. Users shall wash their hands with soap and water or use hand sanitizer after leaving the elevator.
- Employee workstations/desks will have chair locations no nearer than 2 metres/ 6 feet between them.

- When entering or exiting an office or workspace, care must be taken so as to avoid congestion at the entrances. Staff and the public will be required to wear a mask if physical distancing is not possible.
- Staff meetings will be held in Council Chambers when safe distances cannot be maintained in other rooms.
- Plexiglass screens will be installed at the department counter service stations.
- To maintain separation, employees will be encouraged to eat outside, at their workstation, or somewhere else, to avoid congestion in the staff room.
- The staff room will have a maximum capacity of four staff members at any one time. Soap, hand sanitizer, and gloves will be available in the staff room for use when handling shared items.
- Internal doors will be kept open when possible to minimize touch points.
- Tasks that can be eliminated or made “touchless” will be considered. (eg: providing electronic receipts or documents, cashless transactions by debit, credit or e-transfer).

#### **Hand Hygiene:**

- Maintenance staff will ensure all hand-washing facilities are available and are in working order.
- Proper hand-washing is key. Workers will be trained in the proper hand-washing technique and avoid touching their face.
- Employees, upon entering the building, will use the first available hand sanitizer or wash hands prior to proceeding to their workstation.
- Regularly, through the day, employees will be encouraged to wash their hands and use hand sanitizer especially after contact with others, after accepting deliveries, or after contact with surfaces other people, including staff, have touched.

#### **Disinfection and Sanitizing:**

- Staff will be required to maintain clean and sanitized work stations, debit machines, cash registers, cash drawers, counters and other equipment.
- Shared sanitation methods will be avoided when possible. Hand sanitizer, gloves and disinfectant wipes or spray will be available at every desk or office space. Frequently monitor and maintain available supplies.
- A safe place for individuals to dispose of used sanitizing wipes will be provided. Staff will empty waste containers on a regular basis.
- Particular attention will be paid to frequently touched surfaces and common areas, such as door knobs/handles, dispensers, water taps, counters, washrooms, lunch rooms, microwaves, tables, chairs and maintenance tools and equipment.
- Communal printers, shredding machines, etc. will be disinfected after each use.
- Appropriate cleaners and disinfectants that are approved by Health Canada will be utilized and safe use practices will be followed as indicated on the Safety Data Sheets.
- Cash will only be handled when wearing gloves.

\*THIS PLAN WILL BE POSTED FOR BOTH THE PUBLIC AND STAFF TO REFERENCE\*

## Appendix B

### Covid-19 Safety Measures Seguin Township Public Facilities

#### General Procedures

The purpose is to minimize the health risk of COVID-19 to employees, users, and visitors of Seguin facilities by reducing exposure to the virus through disinfection of touch points and high traffic areas. The procedures have been developed based on information from local public health authorities as well as requirements/policies by governments at all levels.

#### Maintenance Staff Safety Guidelines

- Seguin maintenance staff will be screened regularly for health issues.
- Maintenance staff will be required to wear face masks while working inside a facility including offices, rink spaces, and maintenance areas when physical distancing is not 100% achievable at all times.
- Maintenance staff must follow physical distancing protocols at all times (inclusive of coffee and lunch breaks) by staying at least 2 metres/6 feet apart from other employees, users, and visitors.
- Maintenance staff must wash their hands immediately upon entry to a facility and frequently thereafter and apply hand sanitizer. In the event an employee leaves a facility, even for a short period of time, the employee must follow this procedure upon reentering the facility.
- Maintenance staff who are required to administer First-Aid as part of their duties must wear disposable gloves, face shield, and a N95 face mask. Additionally, the patient receiving First-Aid, must wear a face mask as well.
- In the event an employee feels sick or displays the symptoms of Covid19, the employee must stay home and call their supervisor with an update.
- Employees will be required to report to their supervisor any suspected occurrences of illness within the workplace.

#### Facility Pre-Booking

- Prior to use, facility users must provide Seguin Township with a COVID-19 Safety Plan along with a detailed program/design plan explaining how they will meet current guidelines. These documents will be reviewed by the Community Services Department and will form essential components of the rental agreement.

#### Facility Public Entrance

- Communication and signage will be posted making known the required safe practices when entering into a Seguin facility to attend a private or public meeting, program or event.
- Warnings will be placed on the facility building door warning that anyone displaying COVID-19 - like symptoms may not enter the building.

- All persons entering a facility will be required to wear a mask.
- Occupancy limits will be identified for specific areas of the facility and these limits will be posted on site. All users will be expected to abide by these limits.
- Failure to follow guidelines and policies could result in immediate ejection from the facility and future booking privileges revoked.
- Users may enter the building no earlier than their booked rental time and must exit promptly after the allotted rental time.
- Upon entering the building, the public shall use the first available hand sanitizer located in the lobby area.
- Gathering in the facility lobby will be prohibited.

### **Disinfection and Sanitizing:**

- Facility space, washrooms, and common touch points will be cleaned and sanitized by Seguin staff between user groups.
- The public should avoid use of shared sanitation methods if possible and will be encouraged to bring personal hand sanitizer, gloves and disinfectant wipes to frequently disinfect commonly touched surfaces (eg tables and chairs).
- Staff will provide a safe place for individuals to dispose of used sanitizing wipes and will empty waste containers after each user group.
- Water fountains and vending machines will not be available for use.

***The disinfecting activities above are in addition to the regular cleaning duties already in place at each facility and are not meant to be a substitute for the efforts already taking place to keep our buildings clean.***

### **Physical Distancing:**

- All persons entering a facility will be required to wear a mask.
- All persons will be required to maintain a safe distance of 2 metres/6 feet between themselves and others at all times.
- Members of the public will be required to abide by all physical distancing signage within the facility at all times.
- The total occupancy within a Seguin facility will be limited to ensure physical distancing is possible. Occupancy will be posted at the entrance. Do not exceed this limit.
- Internal doors will be kept open when possible to minimize touch points.
- Elevator use will be limited to one person at a time. Users shall wash their hands with soap and water or use hand sanitizer after leaving the elevator.

### **Hand Hygiene:**

- Maintenance staff will ensure all hand-washing facilities are available and are in working order.
- Regularly, through the rental period, users will be encouraged to wash their hands and use hand sanitizer especially after contact with others or after contact with surfaces other people have touched.

**Contractors**

- All contractors hired to work inside a Seguin facility will be required to sign-in at the Humphrey arena office. This is to assist public health officials with contact tracing in the event of an outbreak.
- Upon entering a facility, contractors should proceed to the nearest public washrooms and thoroughly wash hands and/or apply hand sanitizer. In the event that a contractor leaves a facility, even for a short period of time, the individual must follow this procedure upon reentering the facility.

\*THIS PLAN WILL BE POSTED FOR BOTH THE PUBLIC AND STAFF TO REFERENCE\*

Appendix C

## 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>

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Print Name Clearly

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Date

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Signature

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Organization (if applicable)

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Phone Number (daytime)

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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:

## Appendix D

### Covid-19 Safety Measures Seguin Township Humphrey Arena Ice Rentals

#### General Procedures

The purpose is to minimize the health risk of COVID-19 to employees, users, and visitors of the Humphrey Arena by reducing exposure to the virus through disinfection of touch points and high traffic areas. The procedures have been developed based on information from local public health authorities as well as requirements/policies by governments at all levels.

League coordinators and all user groups must ensure they understand all regulations and requirements for use of the Humphrey Arena.

#### Arena Ice Rental Pre-Booking

- Prior to use, league coordinators and all arena users must provide Seguin Township with a COVID-19 Safety Plan along with a detailed program/design plan explaining how they will meet current guidelines. These documents will be reviewed by the Community Services Department and will form essential components of the ice rental agreement.
- No more than 24 skaters will be permitted on the ice at one time. This includes referees, coaches and trainers.
- No more than 50 people will be permitted in the arena (excluding staff) at one time. This includes the ice surface, all spectator areas, and lobby areas.

#### Arrival/Departure at the Arena

- Warnings will be placed on the facility building door warning that any player, coach or participant displaying COVID-19 -like symptoms may not enter the building.
- Communication and signage will be posted making known the required safe practices when entering into the Humphrey Arena.
- All persons entering the Humphrey Arena will be required to wear a mask.
- Arena users will be required to arrive no more than fifteen (15) minutes before any scheduled ice time.
- Arena users will be required to leave the facility no more than fifteen (15) minutes after completion of on-ice related activities.
- Arena users will be asked to enter/exit the building at designated entry and exit doors to avoid congestion.
- Users will not be permitted to congregate in any public areas before or after on-ice related activities.
- Occupancy limits will be identified for the lobby areas of the facility and these limits will be posted on site. All users will be expected to abide by these limits.

- Upon entering the building, the public shall use the first available hand sanitizer located in the lobby area.
- Gathering in the facility lobby will not be permitted.
- Dressing room use will be available 15 minutes before and 15 minutes after each scheduled ice rental. Capacity limits will be posted to ensure physical distancing.
- Users must enter arena as “rink ready” as possible.
- There will be additional marked areas in the facility for skaters to don equipment.
- Failure to follow guidelines and policies could result in immediate ejection from the facility and future booking privileges revoked.

### **Disinfection and Sanitizing:**

- High traffic areas will be disinfected/sanitized frequently using Health Canada approved wipes and/or sprays.
- Dressing rooms and washrooms will be disinfected/sanitized using a Health Canada approved electrostatic sprayer between rentals.
- The public should avoid use of shared sanitation methods if possible and will be encouraged to bring personal hand sanitizer, gloves and disinfectant wipes to frequently disinfect commonly touched surfaces (eg tables and chairs).
- Staff will provide a safe place for individuals to dispose of used sanitizing wipes and will empty waste containers after each user group.
- Water fountains and vending machines will not be available for use.
- Arena users will be responsible for disinfecting/sanitizing all sound equipment, scoreboard equipment and any handling of nets. Disinfecting wipes or spray will be made available for use.
- Additional hand sanitizer stations will be placed throughout the facility.
- Arena users will be required to label personal water bottles. Do not share water bottles with others.
- Arena users will be asked not to bring in food. The canteen will remain closed.
- Personal equipment will be kept in a secure bag or left in the vehicle.
- Dressing room showers will not be available for use.
- Users will be required to disinfect all personal equipment (skates, helmets, sticks) after each session.
- There will be NO spitting on the ice or in the hallways or dressing rooms.

***The disinfecting activities above are in addition to the regular cleaning duties already in place at each facility and are not meant to be a substitute for the efforts already taking place to keep our buildings clean.***

### **Physical Distancing:**

- All persons will be required to maintain a safe distance of 2 metres/6 feet between themselves and others at all times.
- Masks will be required at all times unless on the ice surface.

- Members of the public will be required to abide by all physical distancing signage within the facility at all times. Spectators for games and practices will be limited.
- The number of chairs in the lobby will be reduced to ensure physical distancing.
- The total occupancy within the arena will be limited to ensure physical distancing is possible.
- Internal doors will be kept open when possible to minimize touch points.
- All warm-ups will be done outside of the building, weather permitting.
- Traffic flow markers will be established to discourage gatherings.
- A 45 – 60 minute time lapse between user groups and teams may be required to ensure the necessary sanitizing practices can be completed.
- Public washrooms with multiple stalls will be restricted to one person use.
- Elevator use will be limited to one person at a time. Users shall wash their hands with soap and water or use hand sanitizer after leaving the elevator.
- Interaction between staff and the public will be minimized.
- Payments online will be recommended and in-person transactions will be processed by debit/credit to reduce cash handling.
- Plexiglass guards will be installed at the customer service counter and the floor will be marked for physical distancing.

#### **Hand Hygiene:**

- Staff will ensure all hand-washing facilities are available and are in working order.
- Regularly, through the rental period, users will be encouraged to wash their hands and use hand sanitizer especially after contact with others or after contact with surfaces other people have touched.

#### **Arena Staff Safety Guidelines**

- Seguin arena staff will be screened regularly for health issues.
- Arena staff will be required to wear face masks and/or face shields while working inside the Humphrey Arena when physical distancing is not 100% achievable at all times.
- Arena staff must follow physical distancing protocols at all times (inclusive of coffee and lunch breaks) by staying at least 2 metres/6 feet apart from other employees, users, and visitors.
- Arena staff will be provided training to ensure new cleaning and disinfecting procedures are followed correctly.
- Arena staff must sanitize their hands immediately upon entry to the Humphrey Arena and frequently thereafter. In the event an employee leaves the facility, even for a short period of time, the employee must follow this procedure upon reentering the facility.
- Arena staff who are required to administer First-Aid as part of their duties must wear disposable gloves, face shield, and a N95 face mask. Additionally, the patient receiving First-Aid, must wear a face mask as well.
- In the event an employee feels sick or displays the symptoms of Covid19, the employee must stay home and call their supervisor with an update.

- Arena staff will be required to report to their supervisor any suspected occurrences of illness within the workplace.

**\*THIS PLAN WILL BE POSTED FOR BOTH THE PUBLIC AND STAFF TO REFERENCE**

## **COVID-19, SEGUIN TOWNSHIP AND MASKS**

The following shall apply to all Township staff and volunteers on Township business:

**1. In vehicles**

Masks are required for everyone in the vehicle if there are two or more people in a Township vehicle, piece of equipment, or an employee's personal vehicle while on Township business.

**2. In non-public areas of municipal offices**

Staff will not be required to wear a mask in their private area (either office or cubicle). When moving around the office, staff should wear a mask if physical distancing is a challenge.

**3. In public areas of municipal offices**

If meeting with a visitor in the public area of the office, staff and members of the public must wear a mask when inside the office. If a visitor to the office does not have a mask, one will be offered. If a visitor to the office cannot or will not wear a mask, staff can meet with them outside of the main doors; staff are still required to wear a mask in this instance.

**4. In other indoor municipal facilities**

Masks will be required by both staff and members of the public when in any indoor municipal rental facility.

**5. On site visits**

Staff on site visits will be required to wear masks when indoors. Masks will not be required for outdoor site visits, unless physical distancing cannot be maintained.

**6. Volunteer firefighters will follow appropriate masking rules as directed by Seguin Fire Services, both while training or when responding to a call.**

A face covering does not replace physical distancing and other protective health measures such as isolating yourself when you have symptoms. Staff and visitors to municipal facilities are reminded to wash their hands, use hand sanitizer, and observe physical distancing at all times. If you require PPE or sanitizing products, please see your supervisor or Director. This is subject to change, based on federal and provincial legislation and orders.

If you have any questions about this policy, please see me.

Michele C. Fraser  
Interim CAO