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Standard Operating Procedure- Use of Municipal Facilities During COVID-19

1. Purpose

To establish, clear, fair, and specific rules and procedures to ensure the safe usage of Municipal Halls and Arenas in accordance with Occupational Health & Safety, government emergency orders and current public health guidelines (referred to collectively as "Guidelines").

2. Scope

This policy will be implemented until such time as Public Health procedures necessitate. The Municipality reserves the right to modify or change these procedures, including the elimination or addition of requirements, as Guidelines change over the course of the COVID-19 pandemic.

3. Prerequisites

All users of Municipal facilities shall complete and submit the "Return to Play / Return to Operation" template prior to facility use. The Municipality reserves the right to approve a user group's operational plan, prior to commencing operation in any Municipal facility.

4. Responsibilities

During the COVID-19 pandemic, all persons who enter Municipality of Grey Highlands facilities must comply with the requirements set out in this procedure. This procedure applies not just to the employees of the Municipality, but all persons present at municipal facilities, including but not limited to members of the public including contract workers, couriers, renters, organized sports leagues, spectators, and visitors.

The Municipality is committed to providing a safe environment for all users by ensuring this procedure is implemented at all Municipal facilities. Measures that will be considered and adopted if determined appropriate and reasonably practical include:

- i. Signage posted at entrances to clearly indicate that no one shall enter the facility if they are unwell, are isolating or in quarantine (self-isolating).
- ii. Establishment of a system of medical screening checkpoints at entrances to encourage those who have or are at high risk of COVID-19 infection not to enter facilities or work sites (See appendix A – QR Code Poster)



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- iii. Implementation of floor markings that encourage physical distancing and indicate movement of persons.
- iv. Closing off or limiting capacity of any common areas or rooms.
- v. The posting of signs reminding people of the need to maintain physical distancing.

Municipal Staff are responsible for the day-to-day implementation of this procedure, including:

- i. Ensure that all user groups are knowledgeable of this policy and applicable public health guidelines.
- ii. Enforcing the terms of this policy.
- iii. Not coming into work if they feel ill.
- iv. Ensuring physical distancing at all times between themselves, other staff and members of the public.
- v. Using appropriate PPE (mask, glasses, gloves and/or face shield) as applicable when physical distancing is not possible.
- vi. Reporting any incidents of concern to Human Resources, or Director.

5. Procedure

1) Ban on Attending Site While Ill

An important aspect to ensure the health and safety of all Municipal facility users is to ensure that persons who have or are at a heightened risk of having COVID-19 stay away from any facility so that they do not infect others.

a) No person may enter or remain in a Municipal facility if:

- i. They have COVID-19 or COVID-19 symptoms
- ii. They have had dangerous or close contact with a person(s) that have COVID-19 or COVID-19 symptoms within the last 48 hours; or
- iii. They have travelled outside of the Province within the past 14 days.

2) QR Code Use

- a) The Municipality shall establish a system of medical screening checkpoints at entrances to Municipal facilities (See appendix A – QR Code Poster) for contact tracing purposes.
- b) Each person entering a Municipal facility is required to complete the QR code, or complete a written a declaration document if unable to do so electronically, prior to entrance.
- c) For recreational leagues utilizing a Municipal facility, one designated person is responsible for completing and submitting the QR Code on behalf of the team and ensuring Municipal Staff have a copy of the team members present for contact tracing purposes.



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d) The QR code will not be used for any other purpose except to ensure those entering Municipal facilities are well, have not had close contact with a confirmed case in the past 14 days, and have not traveled outside of the province in the last 14 days. QR code reports will be provided to Grey Bruce Health Unit for contact tracing purposes, should the Municipality be made aware of a confirmed case within Municipal facilities. Persons will be advised by Grey Bruce Health Unit.

3) Compliance with Public Health Directives

- a) All user groups will be required to provide their own hand sanitizer at Municipal facility entrances
- b) All persons entering Municipal facilities will be required to sanitize their hands prior to entering the building.
- c) Masks will be worn in all Municipal facility common areas (this includes washrooms, lobbies, stairwells etc.)
- d) All users will maintain a physical distance of 2 meters from persons not within their household or social circle.

4) Interaction with Municipal Staff

- a) One dedicated representative of the group or organization will be in contact with municipal staff.
- b) The representative will maintain physical distance of 2 meters from municipal staff.
- c) The representative will wear a mask while interacting with municipal staff.
- d) The event representative will be required to provide an operational plan outlining requested support from Municipal Staff prior to the event/rental. The Operational Plan shall be approved by the appropriate Municipal representative in order to confirm booking.

5) Cleaning and Sanitization

- a) Washrooms will be cleaned and sanitized by Municipal Staff in between each rental.
- b) High touch areas will be cleaned and sanitized frequently by Municipal Staff
- c) Recreational leagues will ensure the following:
 - i) There will be no shared equipment amongst team members.
 - ii) Team personnel will sanitize equipment after each practice.
 - iii) Team specific equipment (i.e. jersey) will be carried by team personnel, washed between each use.
 - iv) Team personnel will sanitize all benches in dressing rooms upon arrival at facility.

6) Ice Rentals



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- a) Users will arrive to the facility no more than 15 minutes prior to commencing ice rental.
- b) Users will vacate the premises no more than 15 minutes following the conclusion of ice rental.
- c) Players will be expected to arrive at the facility with equipment already on.
- d) Dressing rooms will be provided for lacing skates
- e) Team personnel will monitor dressing rooms for physical distancing
- f) One 1 spectator per player will be admitted for games.
- g) Practices for players 10 years and younger will be encouraged to have only 1 spectator per player.
- h) Practices for players 11 years and older will be encouraged not to have spectators.
- i) There will be no shared equipment amongst teams.
- j) Team personnel will sanitize equipment after each practice.
- k) Team specific equipment (i.e. jerseys) will be carried by team personnel, and washed between each use.
- l) Team personnel will sanitize all benches in dressing rooms upon arrival and departure.

Equipment shall be removed from the premises following each rental. Storage of equipment onsite is not permitted.

6. References

Public Health Ontario
 Grey Bruce Public Health
 Government of Canada

7. Definitions

Close Contact means being physically located closer than 6 feet/2 meters to another person.

COVID-19 symptoms commonly include cough, fever, sore throat, shortness of breath or difficulty breathing or sudden loss of smell. For a full list of symptoms visit: http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_reference_doc_symptoms.pdf.

Physical distancing means maintaining physical separation of at least six feet/two meters from another person.



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Social Circle, as per Public Health Ontario, means a family or social circle of no more than 10 people who can interact with one another without physical distancing.

QR Code means a machine-readable code consisting of an array of black and white squares, typically used for storing URLs or other information for reading by the camera on a smartphone. QR codes will be utilized by the Municipality for the purposes of COVID-19 self-assessment and contact tracing.