



Standard Operating Procedure

Use of Township of Southgate Facilities During COVID-19

1. Purpose

To establish clear, fair, and specific rules and procedures to ensure the safe usage of Township Facilities 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 Township of Southgate (Township) 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. 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.

4. Prerequisites

All users of Township facilities to be eligible to return to play must adhere to all the following requirements.

1. Must have insurance, with an understanding of Covid coverage. This could imply a waiver and acknowledgement that there is an inherent risk by playing.
2. Must be associated with a governing organization or assume association with a governing organization.
3. Must have return to play protocols from governing organization.
4. Must follow protocols to the letter.

5. Must have Screening and Tracking protocols. Township may request copies of records.
6. Before play must sign contract and provide proof of requirements to play.

5. Responsibilities

During the COVID-19 pandemic, all persons who enter Township of Southgate facilities must comply with the requirements set out in this procedure. This procedure applies not just to the employees of the Township, 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 Township is committed to providing a safe environment for all users by ensuring this procedure is implemented at all Township facilities. Measures that will be 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 self-screening for each individual entering the facility to ensure those that may have COVID-19 will not enter facility;
- 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; and
- v. The posting of signs reminding people of the need to maintain physical distancing.

Township 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; and
- vi. Reporting any incidents of concern to Human Resources, or CAO.

6. Procedure

6.1 Admittance

An important aspect to ensure the health and safety of all Township 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.

No person may enter or remain in a Township 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.

6.2 Screening

- a) The user shall implement a screening and documentation process prior to admittance to Facility. User group shall provide Facility staff documentation of approved screening prior to admittance;
- b) For recreational leagues utilizing a Township facility, one designated person is responsible for completing and submitting screening and documentation on behalf of the team and ensuring Township Staff have a copy of the team members present for contact tracing purposes; and
- c) Information provided in reports and documents will remain confidential and will not be shared unless required to do so for contact tracing purposes. Reports will be provided to Grey Bruce Health Unit for contact tracing purposes, should the Township be made aware of a confirmed case within Township facilities. Persons will be advised by Grey Bruce Health Unit.

6.3 Compliance with Public Health Directives

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

6.4 Interaction with Township Staff

- a) One dedicated representative of the group or organization will be in contact with Township staff;
- b) The representative will maintain physical distance of 2 meters from Township staff;
- c) The representative will wear a mask while interacting with Township staff; and
- d) The event representative will be required to include requested support from Township staff as part of the Operational Plan in section 6.6.

6.5 Cleaning and Sanitization

- a) Washrooms will be cleaned and sanitized by Township Staff in between each rental;
- b) High touch areas will be cleaned and sanitized frequently by Township Staff; and
- 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 and washed between each use; and
 - iv) Team personnel will sanitize all benches in designated areas of use upon arrival at facility.

6.6 Operational Plan

- a) Each organization will create an Operational Plan;
- b) The event representative will provide the Operation Plan to Township staff for approval;
- c) Approval must be given prior to the users entering the facility;
- d) The Operation Plan must include:
 - i. A screening and documentation process for players and team staff;
 - ii. The requested support from Township Staff;
 - iii. Facility requirements;
 - iv. Facility usage, including traffic flow.

7. Ice Rentals

- a) Users will arrive to the facility no more than 15 minutes prior to commencing ice rental. Access to Facility will be granted by Facility Operator through a designated access only;
- 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) Designated area will be provided for lacing skates;
- e) Team personnel will monitor designated areas for physical distancing;
- f) Lobby area will be off limits to all patrons, washroom access only;
- g) One (1) spectator per player will be admitted for games;
- h) Practices for players 10 years and younger will be encouraged to have only one (1) spectator per player;
- i) Practices for players 11 years and older will be encouraged not to have spectators;
- j) There will be no shared equipment amongst teams;
- k) Team personnel will sanitize equipment after each practice;
- l) Team specific equipment (i.e. jerseys) will be carried by team personnel and washed between each use;
- m) Team personnel will sanitize all benches in designated areas of usage upon arrival and departure; and



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

8. References

Public Health Ontario
Grey Bruce Public Health
Government of Canada