



**Municipality of Central Elgin**  
**STAGE 3 COVID-19 Facility Guidelines for Facilities**  
*(Subject to updates)*

The facility guidelines are in place to protect the safety of staff and the public. The guidelines provide direction or protocols to reduce the risk of COVID-19 transmission. Whether you are a participant, coach, official, spectator, parent, staff or contractor, you are all responsible to prevent the transmission of COVID-19 and ensure the facility guidelines are followed. The Municipality will continue to update our facility guidelines and procedures.

**Site Management /Personal Hygiene**

- Follow all on-site signage.
- Always maintain a distance of 2 meters from others.
- The use of masks is mandatory for all patrons not on ice surface (once your helmet goes on your mask can come off; once your helmet is off your mask goes on).
- Participants, coaches and parents/guardians are to follow posted self-screening guidelines before entering the Belmont and Port Stanley Arena.
  - Are you experiencing any symptoms such as fever, cough, difficulty breathing?
  - Have you travelled outside Canada in the last 14 days?
  - Have you or someone you have been in close contact with tested positive for COVID-19 within the past 14 days?
  - Have you been in close contact with someone who is being tested or has exhibited symptoms of COVID-19 within the last 14 days?
  - If you answer YES to any of the above questions, **please do not enter the facility.**
- If someone becomes ill while onsite, please report the illness to the user group organizer and Arena Management immediately.
- Participants must "Come Prepared" by dressing in their required equipment (except skates and helmets) prior to entering the facility.
- Be mindful of common surfaces and limit touch points.
- When coughing or sneezing cover your mouth and nose with a tissue or into your elbow.
- Avoid touching eyes, nose or mouth and absolutely no spitting.
- Hand sanitizer will be available throughout the lobby for public use.
- Bathrooms will be available only for emergency purposes. Facility users are encouraged to use a washroom before coming to the arena.
- Soap, water, and paper towels are available in both the men's and women's washrooms for public use. Signage is posted in the washrooms reminding the public to wash their hands.
- Public washroom capacity is 2 persons. Signage on the exterior of the washroom notes capacity.
- Facility water bottle filling stations will still be available. Participants are required to bring their own water bottle, with water, with their name on it.
- Other than participants' water bottles, no outside food or beverages are permitted in the facility.

- During rentals, only one (1) parent/guardian of each skater under the age of eighteen (18) is permitted in the facility as an observer.
- Spectators are only permitted in the rink stands. The spectators will only be permitted to proceed to those locations once their child is on the ice surface (Giving time for the prior group to leave). Masks must be worn at all times while in the stands. Warm clothing is recommended as there will be no heat provided while seated in the stands. Spectators must also enter and exit in the same manner as players.
- Congregating inside the arena or parking lot areas is not permitted at any time
- Dressing Rooms are available for use. Capacity limits and designated seating areas are defined. Showers are closed until further notice.
- Parents/Guardians **will be** allowed in the dressing rooms only to tie skates, if required.

### User Group Requirements

- All user groups will be required to agree to the terms of our Municipality's COVID 19 Waiver of Liability.
- Groups are to have each of their participants complete and sign the Municipal Self-Screening and Waiver document before each on-ice session and will be responsible for self screening and tracking attendance for each participant and parent/guardian at every ice session.
- Users will be required to provide their own thermometers to take and record participants and parents/guardians temperatures as per the Municipal Self Screening and Waiver document.
- Any patrons with a temperature over 38C (101° F) will be required to leave the premises.
- Each user group shall designate a Safety Ambassador to oversee adherence to the return to sport plan and COVID-19 protocols are being followed.
- A maximum of 20 participants and 5 coaches/official will be allowed on the ice surface.
- Leagues can have a maximum of 50 individuals.
- No intentional or prolonged contact allowed on ice.
- Do not share equipment unless it is disinfected before and after each use.
- Ice times will be staggered between user groups to reduce over-crowding. In most cases, there will be a 20-minute break between each different group.
- Collect all garbage/recycling and place it in the appropriate bin following use.
- Participants will not be able to enter the Arena until ten (10) minutes prior to the start of their ice time and must vacate the premises ten (10) minutes after the session has concluded.
- Each rental group is responsible to provide first aid.

### Signage

- Signage is at the entrance gate referencing stay home if ill, maintain social distancing, wash hands before and after use, etc.
- Signage is posted in the washrooms reminding the public to wash their hands.
- Signage on the exterior of the washroom and dressing rooms notes capacity.
- Signage reminding patrons to maintain a distance of 2 meters in viewing areas.
- Other general facility information signage is posted throughout the facility.

### Sanitation

- Full cleaning and disinfection of viewing areas will occur each evening.
- Additional cleaning and disinfection of touchpoints (door handles, faucets, bathrooms, handrails, etc.) will occur at least twice per day.
- Cleaning and disinfection of dressing rooms will occur between each ice time.
- Washrooms are cleaned and disinfected frequently by Municipal Staff. Cleaning and disinfection details are documented in the arena check sheet.

- Documentation of cleaning and disinfection will be recorded in the daily check sheets.
- PPE is available to staff as required for task.
- Manufacturer's instructions to be followed when using disinfectants.
- Cleaning and disinfection equipment are onsite and stocked regularly.
- Garbage and recycling are removed daily

### **Entrance to Facility and Rink Areas**

- Belmont Arena patrons will be required to use the entrance located on the South side of the facility to enter the building. Port Stanley Arena patrons will be required to use the main East Entrance to enter the building. A table will be set up just after the sliding doors to allow for group organizer to pre-screen patrons before entering the building. Please ensure that participants arrive on-site with sufficient time to complete the screening process before entry.
- Participants will be able to enter the lobby area one at a time prior to the doors being open to allow for registration of their waiver forms and to have their temperature recorded. Once this is completed they will be asked to head back to the parking lot area until the doors are open for all participants, parents/guardians. Entry doors will be unlocked ten (10) minutes prior to ice rental time for all participants, parents/guardians and will be locked immediately after group enters. If an individual exits the building after this time, they will be unable to re-enter the building.
- When entering the Arena individuals are required to utilize the hand sanitizer provided.
- Participants will be directed to their assigned dressing rooms by the digital signage board in the lobby.

### **Exiting the Facility**

- In an effort to minimize crossover traffic, all users of the facility will exit out of East facing exit at the Belmont Arena and at the North and South exit doors at the Port Stanley arena.
- There will be signs marking the exit route.