



COVID-19 Recreation Facility User Safety Plan – Halls

Community Services

As we welcome the public back to Town-owned facilities, the safety of our staff and users is a top priority. The following procedure has been developed in accordance with standards and directives set by the Grey Bruce Public Health Unit and the Ontario government. It consists of three parts:

Part 1: COVID-19 Recreational Facility User Safety Plan (Halls)

This COVID-19 Recreation Facility User Safety Plan must be completed and forwarded with the corresponding Rental Contract to bvcc@thebluemountains.ca for approval by the Town of The Blue Mountains Facilities Manager or designate, prior to 48 hours of the event. The individual completing the Rental Contract and Plan is responsible for ensuring adherence by each program participant to the approved Plan. Copies of the Rental Contract and User Safety Plan are available by contacting Town staff through phone or email.

Part 2: COVID-19 Recreational Facility Terms and Conditions (Halls)

The Terms and Conditions (Halls) must be signed by the individual in whose name the Rental Contract stands. The signed Terms and Conditions document is to be sent to each program participant by the Rental Contract holder to ensure that all users possess a clear understanding of the Terms and Conditions of the Rental Contract and corresponding User Safety Plan. A signed copy of the Terms and Conditions must be forwarded with the Rental Contract and User Safety Plan to bvcc@thebluemountains.ca.

Part 3: COVID-19 Participant Log and Self-Assessment Screening Survey

The Participant Log is required to be completed by the Rental Contract holder, and submitted with the Rental Contract, User Safety Plan and Terms and Conditions to bvcc@thebluemountains.ca.

The Town requires that each program participant (all coaches, instructors, participants and visitors) submit a COVID-19 Self-Assessment Screening Survey prior to entering the facility.

Part 1: COVID-19 Recreation Facility User Safety Plan (Halls)

The following form is for you to provide your plan for how users in your group will ensure the safety of the users within your group during the COVID-19 Pandemic. It is the responsibility of the holder of the rental contract to comply with all rules with respect to the use of a recreation facility set out by the Province of Ontario relating to COVID-19.

I, (user) _____, recognize that the following capacities apply at one time per the Regulation of the Province of Ontario:

- Beaver Valley Community Centre Large Hall – 20 occupants for sport and exercise, including instructions; 50 occupants for meetings and assemblies
- Beaver Valley Community Centre Small Hall – 10 occupants
- Craigleith Community Centre – 8 occupants
- Ravenna Hall – 10 occupants

I understand that dependent on the type of rental, the occupant numbers may be reduced by Town staff to ensure adequate social distancing measure are in place. I agree to and acknowledge the additional COVID-19 Recreation Facility Terms and Conditions and my responsibility as the contract holder to share and abide by those conditions.

1. Refer to the Grey Bruce Public Health Unit Considerations for Recreational Activities During COVID-19, and Town of the Blue Mountains COVID-19 Recreation Facility Reopening Guidelines, Terms and Conditions, Participant Log and Self-Assessment Screening Survey.

2. Discuss and share relevant details of your plan with the Town so Town staff are aware of what the expectations are of your group. You are expected to file a copy of this plan by emailing bvcc@thebluemountains.ca a minimum of 48 hours prior to your rental or your Rental Contract will be cancelled.

3. The COVID-19 pandemic is ever-evolving. This plan may require review and changes.

The following Plan is intended to assist renters to develop a COVID-19 User Safety Plan with respect to the use of a Town owned/operated facility for recreation purposes. The person responsible for the safety plan may reference any relevant safety or return to play manuals. Please attach the safety plans when submitting this form.

| | |
|------------------------|--|
| Username (First/Last): | |
| Type of group: | |
| Address: | |
| Telephone Number: | |
| E-mail Address: | |
| Date: | |
| User Signature: | |

Disclaimer: This is considered a minimum safety standard and the Town of The Blue Mountains does not guarantee the safety of all participants and will not be held liable if injury or illness occurs.

1. Physical Distancing: What safety precautions will your group have in place to ensure physical distancing guidelines are maintained?

Consider: Communication to groups, splitting groups into smaller groups, types of drills, etc.

2. Personal Hygiene: How will you and your group ensure required hygiene standards are maintained?

Consider: Increased hand washing, hygiene protocols and practices, availability of hand sanitizer, etc.

3. Training and Education: How will you ensure all your participants and/or volunteers know how to keep themselves and others safe from exposure to COVID-19?

Consider: Staff training, distribution of material prior to arrival, including the Town of The Blue Mountains COVID-19 Recreation Facility Conditions of Use.

4. Response Planning: How will you respond to an exposure or suspected exposure to COVID-19 within your group?

Consider: Tracking participants, contacting Public Health, pre-screening, etc.

Compliance: Failure to follow the plan will result in immediate removal of a participant from a program and will result in the cancellation of the hall contract between the user and the Town of The Blue Mountains. Refunds will not be provided to the contract holder.

Part 2: COVID-19 Recreation Facility Terms and Conditions (Halls)

These Terms and Conditions are in addition to the Contract Conditions listed within the Facility Rental Contract

Upon arriving at the building, patrons will be asked to wait outside in a line with 2 metres/6 feet distancing markers. Once the entire group has arrived, they will then be greeted by a Facility staff member who will ask them if they completed the COVID-19 Self-Assessment Screening APP referenced in Part 3. Anyone who is eligible to enter the building will be required to wear a mask while they are in the facility; governing rules of the affiliate association will apply during their participation in their activity. Masks will not be supplied by the Town.

Requirements of All Users:

- Arrive no earlier than 15 minutes prior to rental
- It is the rental agreement holder's responsibility to meet their participants at the door and enter the building together. The rental contract holder is required to submit the names of each individual participating in that session. This list will be placed in the drop box provided on the office door in the lobby of the hall or in the kitchen, before entering the large or small hall. This list will be compared to the list compiled by the Towns screening process
- All facility users must follow physical distancing guidelines at all times while in the facility. Face coverings are required by all patrons entering the facility as per order of public health. Face coverings are not required to be worn while in the act of sport or exercise
- Users must arrive fully dressed and ready for sports play or exercise. Users are permitted to use designated chairs for change of foot wear
- Washrooms will be available with a maximum of 2 persons at one time
- The Rental Contract holder is required to provide the Town with an outline of the program operations detailing schedules within the allotted block of time and providing the proposed occupancy numbers of users within that block. The Town will provide the allotted times, which will take into consideration the time for staff to clean and disinfect
- The Town will review capacities for each group. The following are the maximum capacities per facility:
 - Beaver Valley Community Centre Large Hall - maximum 20 occupants for sport play and exercise, including instructors; maximum 50 occupants for meetings and assemblies
 - Beaver Valley Community Centre Small Hall – maximum 10 occupants
 - Craigeleith Community Centre – maximum 8 occupants
 - Ravenna – maximum 10 occupants
- The Rental Contract holder will be required to provide the Town with a copy of their governing bodies COVID-19 protocols, if applicable

- Absolutely no sharing of food or drinks – each person is required to have individual water bottles properly labelled. These bottles must be spaced 6 feet (2 metres) apart and be properly sanitized after each use
- Spitting and blowing the nose without a tissue is prohibited
- No loitering; must vacate facility immediately following rental time block
- Practice good hygiene (avoid touching your face and cover your cough or sneeze)
- Wash your hands frequently with soap and water. Use an alcohol-based sanitizer if soap and water are not available
- Each Rental Contract holder is to provide their own first aid kit to provide first aid if/when required
- All equipment/training aids brought into the hall must be cleaned/disinfected after each use by the user group, not Town staff
- Access to the kitchen at the Beaver Valley Community Centre is prohibited until further notice; access to the kitchen at the Craighleith Community Centre and Ravenna Hall is under review by the Public Health Unit Inspector
- If a member of the group falls ill or tests positive for COVID-19, the continuation of that group rental will be at the discretion of the public health unit and their provincial protocols and guidelines.

| | |
|-----------------------|-------|
| Authorized Signature: | Date: |
| | |

Legal: By signing this, I acknowledge that I understand that I take responsibility for my group and will ensure that all participants adhere to the requirements listed above.

Failure to comply will result in cancellation of the Rental Contract.

Part 3: COVID-19 Participant Log and Self-Assessment Screening Survey

A Participant Log is required to be completed for each time block within the Rental Contract to facilitate contact tracing in the event of COVID-19 exposure. The following Participant Log must be submitted to bvcc@thebuemountains.ca, with the Rental Contract, Recreation User Facility Plan, and Terms and Conditions.

Participant Log

| | | |
|--|--|--|
| Organizer/Group Name: | | |
| Location/Hall: | | |
| Date: | | |
| Time: | | |
| Name of each participant (includes all coaches, instructors, participants and visitors) | Contact Information (E-mail or Telephone #) | |
| 1. | | |
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| 25. | | |

Self-Assessment Screening Survey

Each participant, coach, instructor and visitor is required to complete a Self-Assessment Screening Survey prior to entering the facility.

The Self-Assessment Screening Survey may be completed through the [Town of The Blue Mountains Public Facility Entry APP, \(https://survey123.arcgis.com/share/7db227ec402f4da2b713219a63c52238 \)](https://survey123.arcgis.com/share/7db227ec402f4da2b713219a63c52238) or a hard copy form provided by Facility staff. The survey will include the following questions:

1. Do you have any of the following symptoms that are unusual for you (i.e. not related to seasonal allergies or other known causes or conditions):

- Chills
- Fatigue
- Headache
- Sore throat
- Runny Nose
- Stuffy or congested nose
- Lost sense of taste or smell
- Hoarse voice
- Difficulty swallowing
- Digestive issues (nausea/vomiting, diarrhea, stomach pain)

If **YES** to any, you are not allowed to enter the facility.

If **NO** to all, proceed to #2.

2. Have you:

- Travelled outside of Canada in the last 14 days? (should be in self-isolation)
- Come into close contact with someone who has COVID-19 (for example, someone in your household or workplace)?
- Come into close contact with a person who is sick with respiratory symptoms (for example, fever, cough or difficulty breathing)?

If **YES** to any, you are not allowed to enter the facility. Please return home and follow Public Health guidelines.

Note: Many people do not show symptoms but are able to transmit the virus to others.

If **NO** to all, proceed to #3.

3. Precautionary measures for entry:

- You are required to wash your hands often and thoroughly with soap and water or alcohol-based hand sanitizer.
- You are required to practice respiratory etiquette, including covering coughs and sneezes
- You are required to ensure physical distancing is maintained at all times
- You must continue to self-monitor for symptoms such as fever, cough, or difficulty breathing (self-monitoring)

** Those who answer **YES** to any question, or refuse to answer, or chose not to wear a mask, will be denied access to the facility.