



West Elgin Recreation Centre and West Lorne Community Complex Meeting Space

As Southwestern Public health moves into the Orange Zone of the Provincial COVID-19 response framework, adjusting the "Meeting Space Rules" will help manage meetings, while doing our part to help stop the spread.

The Municipality of West Elgin must follow rules set out by the province and Southwestern Public Health at our facilities. We've worked closely with Public Health to establish facility guidelines that prioritize safety.

We know that some of these new rules can be frustrating and we appreciate your patience and understanding as we take the necessary steps to keep participants and staff safe in these challenging times. The rules are subject to change.

General Facility Rules

We ask all users to stay home if you are feeling unwell or experiencing any symptoms of COVID-19. At this time the water refill station will remain closed. We ask all users to use the sanitization stations upon entering and exiting the facility. All users are encouraged to practice proper handwashing etiquette. If you need to cough or blow your nose please use a tissue and dispose of it in a garbage receptacle.

Access to Facility

The facility will only be open for those who have completed a rental agreement or are attending a municipal run program that have completed a registration. Upon entering the facility, all users are asked to complete a COVID-19 screening sheet and sign in. If this is not being completed by the rental group please use the sheets provided. Only one room can be rented at any given time. The washrooms will be open for use, please follow all occupancy limits.

Number of Participants

The total number of persons able to enter the Rec Centre while staffed by a municipal employee is either 50, or the number that can maintain a minimum physical distance of 2 meters, whichever is less.

If the event is not staffed by a municipal employee, the total number of persons able to enter the building is 10.

The total number of persons able to enter the West Lorne Complex meeting room at any given time is 10 persons.

Please follow all occupancy limits when using the washrooms at either centre.



Meeting Space Requirements

The meeting spaces will be closed from 10 p.m. to 5 a.m. Please check with office staff on scheduling.

Music shall not be played at a louder decibel than a normal conversation.

Meeting requirements (tables and chairs must be requested through the office upon booking)

4 persons permitted to be seated together at one table.

A covid-19 safety plan must be submitted to the municipality.

Face Coverings

Face coverings that cover the mouth, nose and chin must be worn in all indoor areas.

All persons entering the facility must maintain a minimum physical distance of 2 meters from every other person; except from their caregiver or members of the same household.

Any persons standing in line to enter the facility must maintain a minimum physical distance of 2 meters from every other person and wear a face covering that covers the mouth, nose and chin.

Respecting Staff

It bears reminding that Recreation staff don't set the rules, but do have an important role to play in enforcing them.

If a staff member reminds you about COVID-19 rules or general safety rules, they are doing their job. Please take their comments as a friendly reminder, and do your part by following the rules.

If you have questions about any of these rules please:

- Contact the organizations leader to learn about their covid-19 safety protocols
- Review the policies set by the Province (<https://covid-19.ontario.ca>) and Public Health (<https://www.swpublichealth.ca/en/my-health/covid-19-novel-coronavirus.aspx>)
- Contact the Municipality of West Elgin Parks and Recreation (519)-785-0560



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West Elgin