

The Corporation of the Municipality of West Elgin Return to play guidelines.

The province of Ontario has moved to Stage 3 of their plan of reopening. These are the Guidelines set out by the Corporation of the Municipality of West Elgin for the re-opening of the West Elgin Community Centre, Rodney Recreation Centre and The West Elgin Community Complex for operation. This document is a set of guidelines that all users must follow to allow a safe return to open. Cooperation from everyone will be needed to be successful in all aspects.

This document is subject to change at anytime without notice,

The West Elgin Community Centre will open the ice pad on October 5, 2020 for the first skate incorporating the guidelines set out by the Province, Southwestern Public Health and our Municipality. The Rodney Recreation Centre and West Elgin Community Complex will be opening as of September 21, 2020 and will follow the same guidelines.

Municipality of West Elgin Responsibilities

- Hand sanitizer stations at main doors of each facility.
- Clean and disinfect washrooms daily.
- Clean high touched surfaces frequently.
- Increase signage for occupancy limits, direction, physical distancing, face coverings, and hygiene.

Responsibilities of Users/ Renters

- Completed wavier (ice rental only)
- Completed COVID-19 screening for every entry into the building
- Completed contract, insurance, and payment
- All seasonal ice/ rental users will be required to have COVID-19 safety guidelines and must be submitted to the municipality for review.
- Face coverings as per provisions and exclusions of *Elgin County By-Law 20-38*
- Enforcement of rules during ice/ playing surface rental.

General Requirements

- Face Coverings: required at point of entry and must be worn in all public spaces except on the ice/ playing surface as per provisions and exclusions of *Elgin County by-law 20-38*.
- Physical Distancing: maintain two (2) meters (six (6) feet) in all public spaces except on the ice/ playing surface when deemed necessary.
- All patrons using the facility are required to sign in and fill out a screening sheet that will be provided. If you have answered yes to any of the screening questions you will not be permitted to enter the facility.
- No spectators are allowed in the facility at this time except for a minor who are permitted one (1) parent or guardian. This does not include a support person assisting a patron under the Accessibility for Ontario with Disabilities Act (AODA).
- The person that is named on the signed contract will be responsible for ensuring that the group has all signed in, is healthy, and will follow the guidelines put in place by public health, government, and the municipality. Failure to sign in or monitor the sign in process will result in lost ice and rental time.
- All users must book and pay for rental time in advance. Certificate of insurance, waiver (ice rental only), COVID-19 safety guidelines and signed contract are required before access to facility is granted.
- Each seasonal organization or user group that signs a contract will provide the municipality with written guidelines to ensure the safety of all participants coming to the facility. These guidelines must be submitted to the municipality for review. For assistance in creating these guidelines in accordance to Public Health request please contact Southwestern Public Health at 1-800-922-0096 extension 9.

Gathering limits

West Elgin Community Centre (Arena)	# of people allowed in each room
Ice surface	30-50
Bleachers *note all numbers for Ice surface and bleachers are subject to change depending on user numbers but can not exceed 50 persons at any given time	20

Warm room	Warm Room will remain closed at this time
Washrooms	2
Dressing rooms	7
Rodney Recreation Centre	
Small Meeting Room	2
Large Meeting Room	6-8
Kitchen	3
Washrooms	2
Main Area *note all numbers for meeting rooms and main area are subject to change depending on user numbers but can not exceed 50 persons at any given time	50
West Elgin Community Complex	
Meeting area	6-10
Kitchen	2
Washrooms	2

Entry to Facility

- All participants are encouraged to arrive to the facility dressed
- Mandatory to come to the facility dressed if the participant is fifteen (15) years and younger.
- Entrance will be permitted fifteen (15) minutes prior to rental to begin check in at the reception area. Participants arriving earlier must wait outside. Once check in is completed the doors will be closed until the next rental. There will be no re-entry if you choose to leave.
- Change rooms will be open at this time but we will ask all players to maintain physical distancing. NO showers will be available at this time.
- Rentals and user groups will be either assigned the required number of change rooms or to the designated skate/shoe ON/ OFF Area.
- Each organization/ convenor who is utilizing the facility must conduct screening of all participants and spectators prior to being allowed entry passed the reception area.

The Municipality of West Elgin
22413 Hoskins Line Rodney, ON N0L 2C0
P: (519)-785-0560 ext. 200
Email: Recreation@westelgin.net

- Each organization must maintain a contact list (name, phone number and email) for contract tracing purposes. The municipality will not ask for this information unless required by Southwestern Public Health in case of a positive test and contact tracing is required.
- Sanitize hands upon arriving at the facility and before exiting the facility.
- Participants will be asked to follow the directional signage to the change rooms/ designated skate on/off area and ice/playing area. Players are to stay in their rooms until staff notified them that the ice/ play surface is ready. They will then proceed onto the ice through the designated ice entry point in a physical distanced format.
- There is NO GROUP WARMUPS in the facility
- Absolutely NO releasing of any bodily fluids anywhere in the facility, unless done into a tissue. If found releasing any bodily fluids they will be asked to leave and this could result is loss of ice/ rental time.
- Drinking fountains and water bottle refill stations will remain closed. Sharing of water bottles is prohibited.
- At this time there will be no keys provided for locking change rooms. If a group would like a room locked they will need to notify facility staff.

Physical Distancing

Please maintain a physical distance of two (2) meters six (6) feet. At all buildings there will be directional signage for physical distancing, included marked seating areas. All participants will be allowed to start entering fifteen (15) minutes prior to ensure screening measure can be completed on time and allow for physical distancing. Parents and/or guardians please use the pickup and drop off points when in the parking lot. No spectators are allowed in the facility at this time except for a minor who are permitted one (1) parent or guardian. This does not include a support person assisting a patron under AODA. Coaching staff must maintain a physical distance when ever possible. Team meetings must be held in controlled area to ensure physical distancing is maintained.

Health and Safety

To protect all patrons' health and safety we will be increasing signage to ensure and educate all patrons on proper hand washing and hygiene techniques. When blowing a nose or coughing we encourage you to use your elbow and a tissue. Anyone that disregards this will be ask to leave the facility. This could result in a lost rental or ice time. Hand sanitizing stations will be made available at main entrances and exits from

The Municipality of West Elgin
22413 Hoskins Line Rodney, ON N0L 2C0
P: (519)-785-0560 ext. 200
Email: Recreation@westelgin.net

the facility. Face covering will be mandatory in all enclosed public spaces per provisions and exclusions of *Elgin County by-law 20-38*. We ask that you please avoid common greetings such hand shakes after games.

Facility guidelines

Any patron entering the facility will be required to complete a COVID-19 screening sheet and waiver. The rental schedule will be adjusted for cleaning and disinfecting. Each rental group must complete a Covid-19 wavier along with a facility rental agreement. When this is complete a certificate of insurance and payment will be needed before the rental can commence. Each rental group will have to provide a COVID-19 Safety guide that respects and shows a plan to follow the Provincial Government, Public Health, and Municipal efforts to ensure everyone's safety and well being while participating at our facility. The washrooms are open at the facilities. The washrooms will be cleaned and disinfected daily, please use them at your own risk. At this time the water fountains and water bottle refill stations will remain closed. There will be no outside food or drink permitted in the facility. Water bottles will be accepted sharing of water bottles is prohibited.

Play/ Participants

All players, participants and officials are encouraged to come dressed. Any participant under the age of fifteen (15) must come dressed and ready to play. Please leave all bags in the designated spot in dressing room or at skate/shoes on/ off area. No group warm up routines off ice. We will be encouraging physical distancing measures on and off the ice/ playing surface. If bringing a water bottle into the facility it must be labeled and not shared. Sharing of water bottles is prohibited. There will be no toleration of spitting, coughing, sneezing, or releasing of other bodily fluids. Players are welcome to use a tissue to secrete these fluids. If anyone is caught doing this it could result in lost ice/ rental time.

Spectators

No spectators are allowed in the facility at this time except for someone accompanying a minor who are permitted one (1) parent or guardian. This does not include a support person assisting a patron under Accessibility Ontario Disability Act (AODA). Once skate/shoe tying has been completed, we ask all spectators to go to the designated spectator area at the bleachers. Please follow any directional signage and marked seating signage. The Spectator area will be cleaned daily.

Exiting the facility

The Municipality of West Elgin
22413 Hoskins Line Rodney, ON N0L 2C0
P: (519)-785-0560 ext. 200
Email: Recreation@westelgin.net

- Participants who just exited the ice surface have ten (10) minutes to change and exit the facility following the exit signage.
- Participants will be asked to follow the directional signage from the change room/designated skate on/off area to the exit
- When leaving the facility please use the sanitizing stations.

Washrooms

- The washrooms will be opened with occupancy limits in place to promote physical distancing. The washrooms will be cleaned and disinfected daily. Please use the washrooms at your own risk. Please follow posted signage.

Cleaning

- The facility staff will be cleaning the building and washrooms daily.
- High touched surfaces cleaned frequently
- Additional signage for occupancy limits, directions, physical distancing, masks and hygiene will be provided.

Concession

- At this time the concession will be closed.

Booking facility

- All bookings will go through the Municipality of West Elgin's office
- Please contact Emily at (519)-785-0560 ext. 200 or recreation@westelgin.net

The corporation of the Municipality of West Elgin is working hard with Southwestern Public Health and the Ontario Government. Any revisions to this plan will be communicated as changes are developed.

Should you have questions regarding this information please contact Emily Jocius recreation@westelgin.net or (519)-785-0560 extension 200.