



Policy for Re-opening Cavan Monaghan Community Centre

Policy Title:	Re-opening Cavan Monaghan Community Centre	Policy Number	2020-04
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Prepared By:	Parks and Facilities Department	Approved By:	CAO Township of Cavan Monaghan

**Policy for Re-opening
Cavan Monaghan Community Centre**

Policy Statement:

To protect and support the health and well-being of all user groups, their staff, coaches, volunteers, parents/guardians, participants and the staff of The Township of Cavan Monaghan.

To create a consistent framework of rules and regulations with the intentions of limiting the spread of COVID-19 and contributing to an environment where it is safe to participate in recreation. This framework is based on current Ontario statutes and regulations, current Public Health requirements and directives and the due diligence of the Township of Cavan Monaghan.

The procedures in this policy reflect the Cavan Monaghan Community Centre and its bookable facilities. Each bookable space will have a list of unique procedures to be adhered to by all users.

Policy Procedures:

The following procedures are to be adhered to, supported and respected by The Township of Cavan Monaghan employees and all users of the Cavan Monaghan Community Centre.

1. Facility Commitment and Coordination: In coordination with the recommendations from Peterborough Public Health the Township of Cavan Monaghan will:
 - Promote physical distancing requirements.
 - Supply and enforce the use of the following PPE for all staff to wear in public spaces:
 - Face coverings
 - Disinfectant
 - Hand sanitizer
 - Signage displayed on the premises with COVID-19 safety measures.
 - Floor and wall markings in place to manage traffic flow and encourage physical distancing.
 - Organize staggered contracts to prevent overlapping and crowding.
 - Face Coverings must be worn unless otherwise indicated that they are exempt for religious or health reasons.
 - Plexiglass barriers put in place to protect staff and visitors.
 - Parks and facilities staff to ensure enhanced sanitization on a daily basis.
 - Implement a process for contact tracing at the facility.
2. All Coaches, league organizers, trainers, volunteers, instructors (dance and fitness), and independent small user groups must carry out the following:
 - Must complete a COVID-19 safety plan which outlines how public health measures including screening, masking, cleaning, and disinfection, physical - distancing, capacity limits, contact tracing, and vaccine and identification verification will be implemented.
3. General procedures before, during and after a scheduled booking will consist of the following:
 - Entrance is only permitted at the East side main entrance of the facility 30 minutes prior to the booking time.
 - Exit will occur at the West lobby exit doors.
 - Face Coverings must be worn unless otherwise indicated that they are exempt for religious or health reasons until engaging in sport or physical activity.
 - Food and drink are permitted in the building
 - Spectators are permitted to remove their mask or face covering temporarily to drink/eat while in the facility.
4. **Daytime 7:00 a.m. – 3:00 p.m. organizations, groups and contact holders will be responsible to complete the COVID Protocols Form** (mandatory as of September 22nd 2021) This form will capture verification of the following protocols on a single form.

- Active Screening
- Contact Tracing
- Vaccine Passport verification plus Government issued identification (only individuals who have “passed” will be permitted entry).

Each user group/organization/contract holder will be responsible for appointing a representative who will acknowledge that they have;

- Actively screened all people entering the facility
- Recorded contact tracing information for all people entering the facility
- Verified the vaccine status with Identification of every individual entering the facility 12 years and older. Note: 12 to 18 yrs of age individuals will only be required to show proof of vaccination if they are entering as a spectator. Players have been given until November 26th, 2021. At that time all individuals entering the facility will be required to show proof of vaccination 12 yrs and older.

This includes, coaches, volunteers, trainers, officials, time keepers, players, parents, guardians, and or spectators for both home and opposing teams etc.

5. The Township of Cavan Monaghan has contracted an onsite security guard who will be responsible to work during the hours of Monday to Friday 4:00 p.m. to 11:00 p.m. and all day Saturday and Sunday to perform the below noted duties.

The security guard will be instructed to complete the **COVID Protocols Form** and acknowledge that they have;

- Performed passive screening to all people entering the facility
- Recorded contact tracing information for all people entering the facility (with the exception of all on ice participants which includes; coaches, trainers, volunteers, time keepers and participants from home and opposing teams. Contact tracing of these individuals will be the responsibility of the organization/group or contract holders)
- Verified the vaccine status with Identification of every individual entering the facility 12 years and older. Note: 12 to 18 yrs of age individuals will only be required to show proof of vaccination if they are entering as a spectator. Participants have been given until November 26th, 2021. At that time all individuals entering the facility will be required to show proof of vaccination 12 yrs and older.

Organizations, groups and contract holders should facilitate that coaches and players from both home and opposing teams are positioned at the front of the line.

Active Screening remains the responsibility of the organizations/group or contract holders.

Ice Surface rentals

Procedures before, during and after a scheduled booking will consist of the following:

- For user groups only, contracts will be drawn up for two periods; September to December 2021 and January to March 2022.
- Entrance to the facility will be 30 minutes prior to rental.
- Players will have 20 minutes to change and exit the building.
- Showers are permitted in the dressing rooms understanding that teams have 20 minutes to change and exit the facility.
- Face coverings must be worn until coaches, trainers, officials, volunteers and players enter the ice surface.
- Capacity limits will be set as per the Township's Occupancy load posted in the building.
- Parents are permitted in the changeroom to assist players with their hockey gear if required.
- Customers are now permitted to use the lobby and public washrooms.

Studio Rentals

- The maximum number of participants will vary depending on room set up requirements and documented on the facility contract.
- Face Coverings must be worn until the point in which they are engaged in physical activity.

Community Hall Rentals

- The maximum number of participants will vary depending on room set up requirements and documented on the facility contract.
- Face Coverings must be worn unless otherwise indicated that they are exempt for religious or health reasons.

Overlook Room Rentals

- The maximum number of participants will vary depending on room set up requirements and documented on the facility contract.
- Face Coverings must be worn unless otherwise indicated that they are exempt for religious or health reasons.

Meeting Room Rentals

- The maximum number of participants will vary depending on room set up requirements and documented on the facility contract.
- Face Coverings must be worn unless otherwise indicated that they are exempt for religious or health reasons until seated.

Walking Track

- Participation on the Walking track is by appointment only.
- Bookings are permitted Monday to Friday 8:00 a.m. to 2:00 p.m.
- Appointments will be booked on the hour with 45 minutes time allotted for walking.
- Rental of the track is permitted with the completion of a COVID-19 Safety Plan
- Entrance will be permitted at the East main door 10 minutes prior to the booking time.
- To assist with contact tracing all walking track participants will be required answer prescreening questions prior to entering walking track.
- Accessible aids and strollers are permitted on the walking track.

In the event that an organization, team or individual is found to be noncompliant to the requirements set out by Ontario Public Health, Peterborough Public Health and the policy set out by the Township of Cavan Monaghan and all other regulating bodies, the Township reserves the unrestricted right to deny entry, limit or cancel permitted time, or terminate the contract without notice.

This document is subject to change.