



Corporation of the Village of Westport

Westport Community Centre (Arena) Use Policy during the COVID19 Pandemic

Policy No: 2020-100

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POLICY STATEMENT:

The Village of Westport [Village] will open the Westport Community Centre (Arena) for public and organizational rentals beginning on the 2nd of October. This Policy may amended without notice caused by changes from the Provincial Government or Leeds, Grenville Lanark Health Unit (LGLHU).

PURPOSE:

The purpose of this policy is to ensure that users of the Community Centre (Arena) enjoy a safe Arena experience while limiting risk to the Village, staff, residents and other Arena users.

The Village shall establish best practices for the operation and maintenance of this recreational facility based on the rules and guidelines of Hockey Eastern Ontario (HEO), the Ministry of Health and/or other Provincial Guidance and Legislation.

DEFINITIONS:

“Policy” means the Westport Community Centre (Arena) Use Policy – COVID19, as approved by the CAO.

“The Village” shall mean the Village of Westport.

PROCEDURE:

Staff shall carry out this Policy to allow for public and organizational use of the Westport Community Centre (Arena), under the following criteria:

- As determined by the Manager of Public Works or his Designate
- Staff will use the attached self-screening form prior to the start of each shift.
- Staff will ensure that visitors, spectators and user groups are screened prior to admission to the Westport Arena.
- Staff will undertake to ensure that visitors, spectators and user groups follow all posted and described rules, as required. These rules may be subject to change without warning.
- Staff will undertake to maintain the facility in a clean, disinfected and safe condition.
- Staff will undertake operations with the safety of visitors, spectators, user groups and staff as a priority.

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Staff shall conduct a self-screening for symptoms of COVID-19, **prior to or upon arrival**, for their work shift. An online self-assessment is available at <https://covid-19.ontario.ca/self-assessment/>. Staff shall ensure that they do not exhibit any of the following symptoms;

- Do not have a fever (temperature greater than 37.8 degrees Celsius).
- New or worsening cough.
- Shortness of breath (dyspnea).

Staff shall be aware that other symptoms of COVID-19 can include

- Sore throat
- Difficulty Swallowing
- New olfactory or taste disorder(s)
- Nausea/vomiting, diarrhea, abdominal pain
- Runny nose, or nasal congestion – in absence of underlying reason for these symptoms such as seasonal allergies, postnasal drip, etc.

Staff shall ensure the following are completed:

- Ensure that public areas and dressing rooms to be used are cleaned and disinfected using the provided disinfectant spray.
- Ensure that all visitors, spectators and user groups are following rules outlined by the Village, Local Health Unit and Province.

Visitors, spectators and user groups shall comply with the following requirements;

- Visitors, spectators and user groups shall conduct a self-screen of symptoms of COVID-19, **prior to or upon arrival**. An online self-assessment is available at <https://covid-19.ontario.ca/self-assessment/>

USER GROUPS

- Arrive no earlier than 20 minutes prior to their scheduled ice rental time.
- Wait in your vehicle until the doors are unlocked by staff 20 minutes prior to your ice rental time. Please do not congregate at entrances and maintain 2m/6ft of distance at all times, as per local Health Unit directives.
- If your coach/organizer has not completed the required screening form (attached to this policy) for all users, users must complete the screening with staff during the 20 minutes preceding your rental.
- Proceed directly to the assigned dressing room prior to arrival or as indicated by arena staff. **Masks are required at all times outside of dressing rooms and bench/ice area.**

- Arena entry doors will be locked at the hour of your rental. Should you leave the arena for any reason re-entry will not be permitted.
- Wait inside your dressing room until your assigned ice time at which point proceed directly to the bench/ice area. Masks can be removed while on the bench and on the ice.
- Return to your dressing room PRIOR to the end of your scheduled ice time or as directed by arena staff.
- You must remain in your dressing room for 10 minutes after your ice time ends to allow other user groups to proceed to the bench. Staff may allow you to leave prior to this time if there are no other ice rentals immediately following your ice rental.
- Reminder that these guidelines are subject to change without notice on the recommendations of the Village, the Local Health Unit or the Province.

VISITORS & SPECTATORS

- Maximum number of visitors & spectators is restricted to fifty (50).
- Food or drink (other than water) is not allowed in the arena during COVID.
- The 2nd floor of the Community Centre will not be open to the public during COVID.
- Spectators shall be limited to one (1) person per skater and spectators shall wear a mask and maintain physical distancing while in the spectator area. All directions of arena staff must be followed.
- Visitors and spectators shall enter through the north doors and shall be screened by Staff.
- Visitors & spectators will only be allowed into the arena once all ice users have been screened and allowed entry. Generally, only the visitors & spectators will be using the north doors, however in the event that users are required to use that entry point, this rule will be in effect.
- Arena entry doors will be locked at the hour of the rental. Should you leave the arena for any reason, re-entry will not be permitted.

An Example for users of the Arena.

Time	Example Time	Ice Rental Group
20 Minutes Prior to Rental	11:40-12:00	Leave Vehicle(s) and Enter Arena turning in prefilled screening or completes screening with staff.
Ice Rental Time	12:00-12:50	Moves to the Bench/Ice Area
Dressing Room	12:50-13:00	Returns to the Dressing Room Assigned
Next Rental to the Ice	13:00-13:10	Remains in Dressing Room for 10 minutes
	13:10 – 13:20	Departs Arena



COVID-19 Screening Survey for Employees

Please ask yourself these questions before going to work today:

Do you have any of the following symptoms?



New or worsening Cough
or Shortness of Breath



Chills or Fever
(temperature of 37.8°C)



Sore Throat or
Difficulty Swallowing



Runny Nose or
Congestion



Loss of
Taste or Smell



Unusual Headache or
Extreme Tiredness



Pink Eye



Nausea/Vomiting,
Diarrhea or Stomach Pain

In the past 14 days, have you been in close contact with someone who is sick or is confirmed to have COVID-19? Yes No

Have you returned from travel outside Ontario in the past 14 days? Yes No

If you answer YES to any of these questions:

Immediately inform your employer, stay home and self-isolate right away.

Are you sick today?

If you've been in contact with someone with COVID-19 or have any of these symptoms, please delay your visit!



New or worsening Cough
or Shortness of Breath



Chills or Fever
(temperature of 37.8°C)



Sore Throat or
Difficulty Swallowing



Runny Nose or
Congestion



Loss of
Taste or Smell



Unusual Headache or
Extreme Tiredness



Pink Eye



Nausea/Vomiting,
Diarrhea or Stomach Pain

If you are experiencing any of these symptoms:
go home, self-isolate and use Ontario's COVID-19
Self-Assessment tool found at: www.ontario.ca/coronavirus

