

# EMBRACING THE NEW NORMAL

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<ul style="list-style-type: none"> <li>• Owners and managers of every workplace <b>must take every reasonable step to ensure minimal interaction of people within two metres of each other</b>, except in compliance with guidelines issued by WorkSafeNB and the Chief Medical Officer of Health.</li> </ul>	<ul style="list-style-type: none"> <li>• Owners and managers of every workplace <b>must take every reasonable step required to prevent persons who exhibit symptoms of COVID-19 from entering the workplace</b>, in accordance with advice issued by the Chief Medical Officer of Health or WorkSafeNB.</li> </ul>	<ul style="list-style-type: none"> <li>• Owners and managers of every workplace <b>must take every reasonable step required to prevent persons from entering workplaces who have travelled outside the Atlantic Bubble in the previous 14 days.</b></li> </ul>
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## User group access Operational Plan for King’s Arrow Arena (20200730)

Plan Owner: Town of Oromocto Department of Recreation and Tourism

Reviewed by Council: 18 August 2020

Plan Implementation Date: **1 September 2020**

Plan Revision Date: **6 Nov 2020**

Plan has been reviewed to assess any new risks or changes to regulatory guidelines (suggest monthly review or as regulatory guidelines change):

<u>Bill Jarratt</u>	<u>06 Nov 2020</u>
Name	Date
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Name	Date

# EMBRACING THE NEW NORMAL

AS WE SAFELY RETURN TO WORK



## Table of Contents

1.0	Introduction	p3
2.0	On ice measures	p3
2.1	User group Operational Plan	p3
3.0	Off ice measures	p3
3.1	Lobby main entrance area and traffic flow	p3
3.2	Staff office	p4
3.3	Signage	p4
3.4	Ice time spacing between user groups	p4
3.5	Storage rooms	p4
3.6	Dressing change rooms	p4
3.7	Officials room	p5
3.8	Warm room	p5
3.9	Hasson room	p5
3.10	Washrooms	p5
3.11	Spitting	p5
3.12	Team/skater change area and bench allocation	p5
3.13	Spectator area and numbers	p6
3.14	Facility sanitizing	p6
3.15	Hand washing stations	p6
3.16	Employee interactions	p6
3.17	Employee COVID-19 screening	p6
3.18	Spectator COVID-19 screening	p6
3.19	Team hosts and member screening	p7
3.20	Warmups	p7
3.21	Penalty box	p7
3.22	Maximum number of on-ice participants	p7
3.23	Community Face Masks (coverings)	p7
4.0	COVID-19 Illness and symptoms	p7
4.1	Spectator/skater	p7
4.2	Employee	p8
5.0	Canteen	p8
6.0	Closure of Arena	p8
7.0	Acknowledgement of King's Arrow Arena operational plan	p8
8.0	Communication plan and Non-compliance procedure	p9
9.0	Appendix A – Arena traffic flow and area designation	p10

# EMBRACING THE NEW NORMAL

AS WE SAFELY RETURN TO WORK



## 10.0 Appendix B – Dressing room sanitization procedure

p11

### 1.0 INTRODUCTION

The Town of Oromocto will continue to follow the Provincial State of Emergency, the Provincial Recovery Plan, and the guidance and direction of the Office of the Chief Medical Officer of Health (CMOH) as its recreation facilities are opened during the COVID-19 pandemic.

The current phase of this plan (Phase 1) will allow activity to return to the King’s Arrow Arena. A screening process is required for the arena given the likelihood more than 50 persons will be in the facility at the same time. Physical distancing measures of 2+metres will be required as per, unless exempted, CMOH guidelines. Traffic flow and sanitizing measures will be implemented. The Town will limit access to areas of the arena either due to inability to ensure physical distancing, as per the Provincial Order, or to manage the facility efficiently in the face of added requirements in response to COVID-19.

Future amendments of this Operational Plan will follow the Provincial State of Emergency, the Provincial Recovery Plan, and the guidance and direction of the CMOH as these change and will change at the discretion of the Town of Oromocto.

### 2.0 ON ICE MEASURES

#### 2.1 User group Operational Plan

Each organized ice-sport user group shall be represented by a sanctioning organization or oversight agency with a COVID-19 operational plan that the user group is expected to follow. The user group is responsible for creating their own operational plan with measures that do not thwart those established by their sanctioning organization. These plans shall follow the guidance of the CMOH. Operational plans shall be provided to the Director of Recreation and Tourism prior to the first ice time and must adhere to the requirements in the Town’s Operational Plan.

The current Provincial Mandatory Order allows organized sports to be played in compliance with the CMOH guidelines. It is recognized that when sports are played that 2 metres may not always be maintained between participants. As per the requirements of the CMOH, a risk mitigation plan must be developed by the group on the ice. Exemptions to physical distancing requirements will be as per the Provincial Order.

### 3.0 OFF ICE MEASURES

#### 3.1 Lobby (entrance) Area and General Traffic Flow (see appendix A below)

The lobby (entrance) area will be restricted to entrance and emergency/handicap exit only. The front entrance will be clearly marked for access into the facility and the side doors (bleacher side) will be

# EMBRACING THE NEW NORMAL

AS WE SAFELY RETURN TO WORK



clearly marked as exits. Markings or signage within the facility will be installed to further limit cross flow of traffic. The side door of the arena adjacent to the staff office, will remain locked to external entrance.

### 3.2 Staff Office

User groups representatives, participants (skaters), non-skaters, and officials are not permitted in the staff office, unless required.

### 3.3 Signage

In addition to controlling traffic flow, signage will be posted throughout the facility to emphasize to users and staff the importance of physical distancing, pre-screening, frequent handwashing, and proper hygiene practices.

### 3.4 Ice time spacing between User Groups

Users are to arrive no earlier than 15 minutes before scheduled ice time and exit the arena no later than 15 min. following. There will be ice-time scheduling gaps of 30 minutes between sessions to allow time for disinfecting processes to be followed and to allow separation of the groups entering and exiting the arena to enhance physical distancing and avoid congestion.

### 3.5 Storage

The user groups may use assigned rooms in the arena for administrative purposes. The user group will be responsible for sanitizing their respective room, room contents, and managing access. All exercise or drill equipment shall be sanitized before and after each use, and this will be the responsibility of the user as per their respective operational plans. No other storage in the arena will be permitted.

### 3.6 Dressing / Change Rooms

Dressing rooms (not including showers) will be available for use for user groups for a maximum of twelve (12) skaters per room and mandatory mask wearing while preparing for, and immediately following the ice-time when in the room (i.e. prior to and following the placement and removal of the helmet for team sports). **A maximum of eight (8) skaters in room 5 and four (4) skaters in room 6.**

Two dressing rooms are allocated per team and, coaches/instructors do not need to sign out a key. Coaches can use the white board to allocate the rooms to their respective teams when they arrive.

Skaters are required to maintain a minimum one (1) metre physical distancing. Measure 3.4 will still apply, and rooms 1 through 6 will be available as required. A maximum of one (1) parent **per skater**, masked, may enter the room to assist with skater preparation, as permitted by the user group sport governing body.

Skaters must leave the room no later than 10 minutes following the end of the scheduled ice time. The user group is responsible for sanitizing the room following use, prior to the subsequent ice-time. A one-step spray sanitizer solution will be available in each room, with directions for use posted (see Appendix B).

# EMBRACING THE NEW NORMAL

AS WE SAFELY RETURN TO WORK



### 3.7 Officials Dressing Room

The official's room (not including showers) will be available. Officials must wear masks while in the room and maintain a one (1) metre distance from colleagues. A maximum of four (4) officials can be in the change room at once. Change room six (6) can be used for an official's room for mixed-gender officiated games.

Officials are not required to wear masks while on the ice, unless directed to do so through their sanctioning body.

Officials are responsible for sanitizing the room following use, prior to the subsequent ice-time. A one-step spray sanitizer solution will be available in each room, with directions for use posted.

### 3.8 Warm Room

The warm room is closed to all skaters and spectators except persons with a physical disability. A maximum of four (4) people, **wearing masks**, can use the warm room at one time. Access to the skate sharpening concession will be maintained through the warm room 0700-1600h Mon-Fri, and via the back-concession entrance, or by phone 1600h to close Mon-Fri, and 0700h to close Sat-Sun.

### 3.9 Hasson Room

The Hasson Room is closed until further notice.

### 3.10 Washrooms

A maximum of three (3) spectators are permitted in the washrooms at one time. **Spectators are required to wear masks while using the washrooms while maintaining 2m physical distancing guidelines.**

### 3.11 Spitting

There is no spitting permitted in the arena.

### 3.12 Team / Skater Change / Prep. Area and Bench Allocation (see appendix A below)

See 3.6 above.

During game play or practice, when two teams are on the ice, the home and visitor benches are extended to allow for physical distancing. Coaches / managers are required to wear a face-covering while on the bench with skaters.

### 3.13 Spectator **attendance numbers** and Area

The spectator occupancy maximum is **one hundred (100)**.

A maximum of two (2) spectators (i.e. non-skater participant) per skater, **and registered sport governing organization (ex. HNB/RNB/NBIAA) coaches and managers**, are permitted in the arena.

# EMBRACING THE NEW NORMAL

AS WE SAFELY RETURN TO WORK



All spectators are limited to the bleacher rows 1 through 6, and the mezzanine level. Spectators must wear community masks and must maintain social distancing of 2 metres while in the arena unless in a family/close-friends bubble, to further reduce the risk of COVID-19 transmission. Spectators are not permitted in the change rooms area, **unless assisting with skater equipment**, as defined in section 3.6.

### **3.14 Facility Sanitizing**

Frequent cleaning and disinfecting of commonly touched surfaces such as interior and exterior door handles, and railings, team player benches, washroom fixtures will be completed by arena staff during and following each ice-time. User groups are encouraged to ask patrons to bring their own hand sanitizer for personal use.

Washrooms are to be cleaned and sanitized on a regular basis throughout the day by the Town.

Team sport player benches, ice rink gate handles, and the score keeper booth are to be sanitized regularly by staff, using a 1-step spray sanitizing solution, unless any of these areas are not used during or between ice times. These are off-ice locations common to each user group.

All other program equipment sanitizing is the responsibility of the user group.

### **3.15 Hand Washing Facilities**

Handwashing areas will be available in the public washrooms. Hand sanitization stations are established at the entrance, **and both sides exits** of the arena.

### **3.16 Employee Interactions**

Physical distancing of 2 metres will be maintained between employees, and between employees and people within the facility will be maintained. Face masks shall used by the employee while in the public areas of the arena. Individuals that come within 2 metres of Town employees without wearing a mask may be asked by the employee to correct behaviours, then may be required to leave the facility if this request is not honoured.

### **3.17 Employee Screening**

The Town of Oromocto shall implement a self screening process following specific screening questions prior to the start of shift, including checking temperature (digital thermometer will be provided to staff).

### **3.18 Spectator Screening**

Spectators other than team members and player parents entering the arena will document name and day of the week through a screening process form provided by the Town at the main entrance, and indicate that they have completed the COVID-19 self screening questionnaire. Any spectator showing symptoms shall not enter the arena and should immediately return home and call 811. See section 3.19 below for user group member screening procedure responsibilities.

# EMBRACING THE NEW NORMAL

AS WE SAFELY RETURN TO WORK



### 3.19 User group / Team Host Screening at Entry

Each user group will designate a “host” (ex. team liaison/first aid/safety manager), who will greet skaters and parents/guardians (if attending) at the main entrance, COVID-19 pre-screen, record attendance and ask skaters (with one (1) parent/guardian if necessary to assist with equipment prep.) to go directly to designated change area to prepare for the game / practice. The host will ensure that the flow of foot traffic in the arena keeps moving to avoid congestion at the front lobby area.

### 3.20 Warmups

No pre-scheduled ice-time warmups are permitted in the arena given that skaters arrive (in gear), no earlier than 15 minutes prior to their scheduled ice time, otherwise maximum occupancy limits could be compromised.

### 3.21 Penalty Box (see appendix A below)

For ice-sports where penalties are called, penalized players shall maintain 2m physical distancing when more than one player is in the box using the front and rear benches.

### 3.22 Maximum Number of On-Ice Participants

A maximum of thirty-six (36) skaters (participants), and eight (8) coaches / instructors are permitted on the ice per scheduled time. A maximum of forty-two (42) skaters will be permitted for Oromocto High School games given that most high school teams roster 17 to 21 players.

### 3.23 Community Face Masks (coverings)

Community face masks are always mandatory for spectators while in the arena. However, spectators may remove masks for a brief period to consume food and drink (only) following 2m physical distancing guidelines, in the spectator area only. Children under the age of 2, and persons with medical conditions are exempt. Skaters must wear masks while entering and exiting the arena. Skaters are not required to wear face masks while on the ice.

## 4.0 ILLNESSES OR SYMPTOMS WITH BOTH STAFF AND USERS/Spectators

### 4.1 User group member / spectator

Should a user group member or spectator develop symptoms during their time in the arena, they will leave the facility immediately and contact 811 and follow their direction. The affected person will be required to contact 811 as recommended by the CMOH for the Province of New Brunswick. Should they be tested and found positive for COVID-19, communication, and contact tracing as per the CMOH shall be followed.

# EMBRACING THE NEW NORMAL

AS WE SAFELY RETURN TO WORK



## 4.2 Employee

If a Town employee staff member develops symptoms of COVID-19, they will leave the facility and immediately contact the Arena and Sport Facility Officer. The affected employee will be required to contact 811 as recommended by the CMOH for the Province of New Brunswick. Additional measures provided by the Town's Human Resources Department will be followed.

Regional Public Health will be involved to manage any instances or outbreak and ensure contacts are identified; public health measures are in place and will lead any communication that is required.

## 5.0 CANTEEN

As per the Mandatory Order COVID-19, businesses can decide to open if they believe they can operate safely. This will be determined through the establishment of a COVID-19 Operational Plan that addresses, but is not limited to, physical distancing, cleaning and disinfecting, hand and respiratory hygiene, and pre-screening for symptoms. It is the responsibility of each institution to ensure they have a plan in place that outlines how they will manage the safe operation of their facilities. Every organization is responsible for ensuring that they have a plan in place outlining how they will manage their operations safely.

## 6.0 CLOSURE OF ARENA

The arena will close and cannot reopen under the direction of the CMOH. A closure may be directed if there is a COVID-19 outbreak, a change in the Provincial Mandatory Order, or in any other case as directed by the CMOH.

User groups may lose access to the arena if they do not follow this Operational Plan or their own plan.

## 7.0 ACKNOWLEDGEMENT OF TOWN'S OPERATIONAL PLAN

User groups will be provided a copy of the King's Arrow Arena COVID-19 Operational Plan and must sign that they have read and agree to follow the plan. It is the responsibility of the user group to disseminate the information to all their members and that they clearly understand the protocols in place and what to expect before arriving at the facility. User groups must abide by the facility operational plan. User group leads will be required to sign a COVID-19 operational plan memorandum of understanding that they will be responsible for maintaining and administering their own operational plan and follow the arena plan.

# EMBRACING THE NEW NORMAL

AS WE SAFELY RETURN TO WORK



## 8.0 COMMUNICATION PLAN AND NON-COMPLIANCE PROCEDURE

The Director of Recreation and Tourism is responsible for communicating the arena user group operational plan to all organizations. This will be through written and verbal means. A meeting of all user group leads will be held prior to the arena opening to review the plan and discuss any issues that may arise. It is the responsibility of the user groups to communicate the arena operational plan to their members.

In the case of operational plan non-compliance by a member(s) of a user group the following procedure will be used:

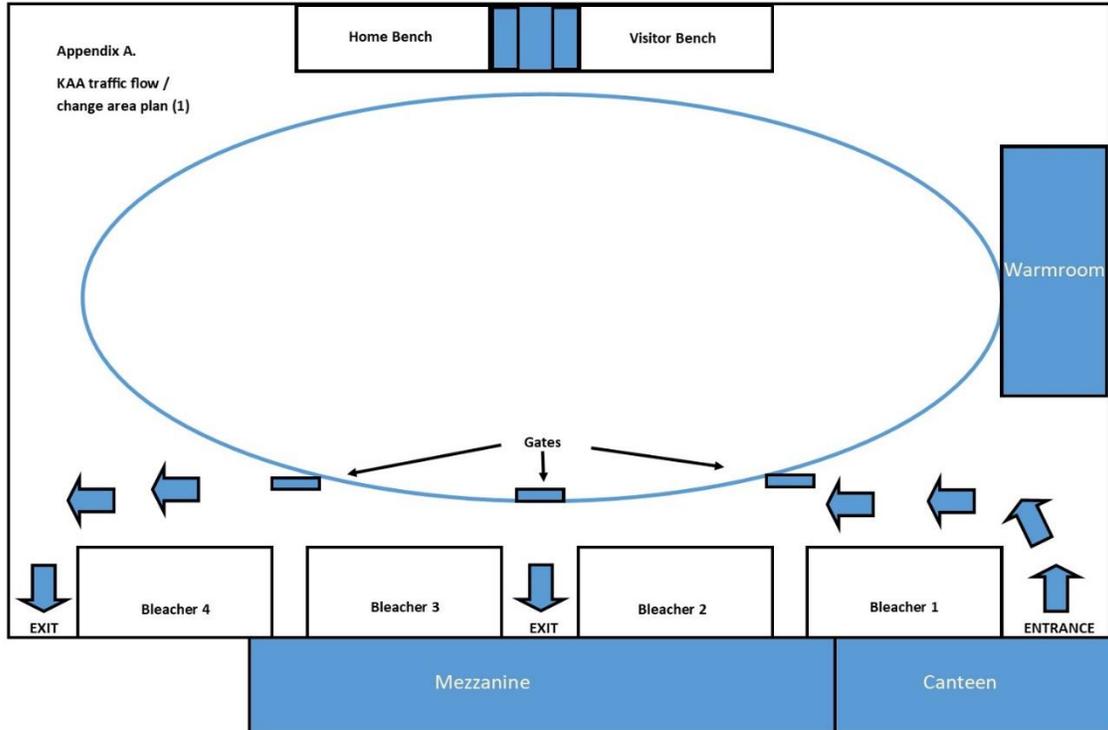
1. The member(s) will be asked by Town staff to comply with the COVID-19 operational measure.
2. If the member(s) refuses the Staff member will contact the Arena and Sport Facility Officer, who will advise the Director of Recreation and Tourism.
3. The Director will contact the user group lead to discuss the situation and advise the lead that if the member(s) fails to comply then the ice time access for the team will be removed for one scheduled time.
4. The Officer will ask the user group lead to discuss the situation with the coach.
5. If the situation is not resolved during the next scheduled time, then access will be removed.
6. The Director of Recreation and Tourism will advise the Chief Administrative Officer that step 5 is being implemented due to failure to comply with the COVID-19 plan.

# EMBRACING THE NEW NORMAL

AS WE SAFELY RETURN TO WORK



## 9.0 Appendix A – King’s Arrow Arena traffic flow plan



# EMBRACING THE NEW NORMAL

AS WE SAFELY RETURN TO WORK



## 10.0 Appendix B – Dressing Room sanitization procedure

### **King's Arrow Arena**

#### **Dressing Room Sanitization Check List**

**\* Spray sanitizer on top shelf of each dressing room closest to entry \***

**Complete after each ice time**

**(do not forget dressing rooms 5 and/or 6 if used)**

- Spray all high touch areas in the washroom area with 1-step sanitizer and wipe with paper towel

- 1) handle/door lock on stall (both sides)
- 2) flush handle
- 3) flush seat
- 4) soap dispenser
- 5) taps
- 6) urinal button

-Wipe all seating bench areas with paper towel moistened with spray sanitizer

-Clean door handles inside and out with paper towel moistened with spray sanitizer

**\*\*\* PLACE SANITIZER BACK ON TOP SHELF WHEN FINISHED \*\*\***

**Thank you so much for helping**

**KAA Staff**