

**TOWN OF NEWMARKET
RECREATION & CULTURE DEPARTMENT**

COVID-19 Safety & Re-Opening Plan – Arenas

OVERVIEW

The Town of Newmarket re-opening ice pads in a phased in approach. This document outlines the Town’s COVID-19 & Recovery & Prevention Plan on how to keep staff and our residents safe.

TIMELINE FOR RE-OPENING * As of July 15, 2021

- | | |
|---------------------------------------|--------------------|
| • Pfaff Arena (Magna Centre) | September 17, 2021 |
| • Scotiabank Arena (Magna Centre) | September 10, 2021 |
| • Forhan Arena (Magna Centre) | July 19, 2021 |
| • Honda Arena (Magna Centre) | September 10, 2021 |
| • Andrin Lakeview Homes (Ray Twinney) | September 7, 2021 |
| • Pad 1 (Ray Twinney) | September 20, 2021 |

HOURS OF OPERATION

Beginning Monday September 7, 2021 the following will be the operating times for ice surfaces located at both the Magna Centre and Ray Twinney Recreation Complex:

The hours of operation Monday to Friday from 8:00 a.m. to 11:00 p.m.

The hours of operation on Saturday & Sunday from 7:00 a.m. to 11:00 p.m.

Early mornings will begin at the Magna Centre in October.

The following will be followed for scheduling ice time:

- All ice rental permits are 50 minutes long with a 10 minute flood, unless otherwise organized with staff.
- Cleaning will be performed at several intervals throughout the day
- Flood schedules are outlined below based for each rink

Pad 1	Andrin/Lakeview	Honda	Scotiabank	Pfaff	Forhan
0:00	0:15	0:45	0:30	0:15	0:00

OVERVIEW OF FACILITIES

The Magna Centre is located at 800 Mulock Drive in Newmarket. This building has 4 ice pads (3 NHL pads and 1 Olympic Pad), Fitness Centre, track, fitness studio, gymnasium, 5 multipurpose rooms, and a pool. We also have leased office space. As of July 19, 2021 the town will be operating the Olympic ice pad, Fitness Centre, pool and summer camps.

The Ray Twinney Recreation Complex is located at 100 Eagle St. West in Newmarket. This building has 2 NHL ice pads, 2 lounges, a multipurpose room and pool. As of September 7, 2021 we will only be operating 1 ice pad (Andrin Lakeview Homes) with Pad 1 coming online September 20, 2021. Multipurpose rooms, lounges and pool will begin operation September 13, 2021.

FACILITY ACCESS

Magna Centre - Building/Arena Access

Participants, coaches and guardian/spectators will be permitted to enter the facility through the East or West entrance of the Magna Centre **15 minutes** prior to their permit start time.

Ray Twinney Recreation Complex – Building/Arena Access

Participants, coaches and guardians/spectators will be permitted to enter the facility through the Main Entrance or Pad 2 entrance **15 minutes** prior to their permit start time.

Screening/Contact Tracing

Participants and spectators will be required to complete the Town of Newmarket's COVID-19 Public Screening Tool (<https://maps.newmarket.ca/CovidSelfAssessment/>) prior to entering the facility. Using a smart phone or home computer (print of checkmark), participants will be required to show the screening staff their green checkmark showing they are not experiencing any symptoms. Club/association/ league are welcome to use their own screening process in addition to the Town's screening tool if needed.

Participants and guardians/spectators must wear a mask upon entry and will be required to hand sanitize their hands.

Permit holders, clubs/associations or leagues will also be required to keep participant and spectator contact information for contact tracing purposes. The maximum capacity on the ice surface is **50**.

Once screened; participants will have access to the dressing room hallway to make use of dressing rooms (limited capacity) if needed or access the rink and head to the staging area A (team A) or area B (team B) which is located on the players bench side of the arena.

Participants must practice physical distancing (2m or 6 ft) while moving through public spaces, in the dressing room and staging areas.

At the Magna Centre, participants using the Honda, ScotiaBank and Pfaff pads will exit using the Emergency Doors within their arena to prevent added congestion in the dressing room hallway. Forhan patrons may exit via the same West door they entered. Please remind coaches and participants to vacate promptly at the end of your session (within 20 minutes) to prevent delays for the next permit holder.

At the Ray Twinney Complex, Pad #1 users may exit using the doors on the north side, located next to the dressing rooms. Pad #2 users may exit through the south doors, located near Lounge 2. Please refer to the map below for more information.

Please note that the seating in the sports theatre at the Magna Centre will not be available for public use. If coaches are in need of the space, please make the necessary arrangements through the Recreation & Culture Department.


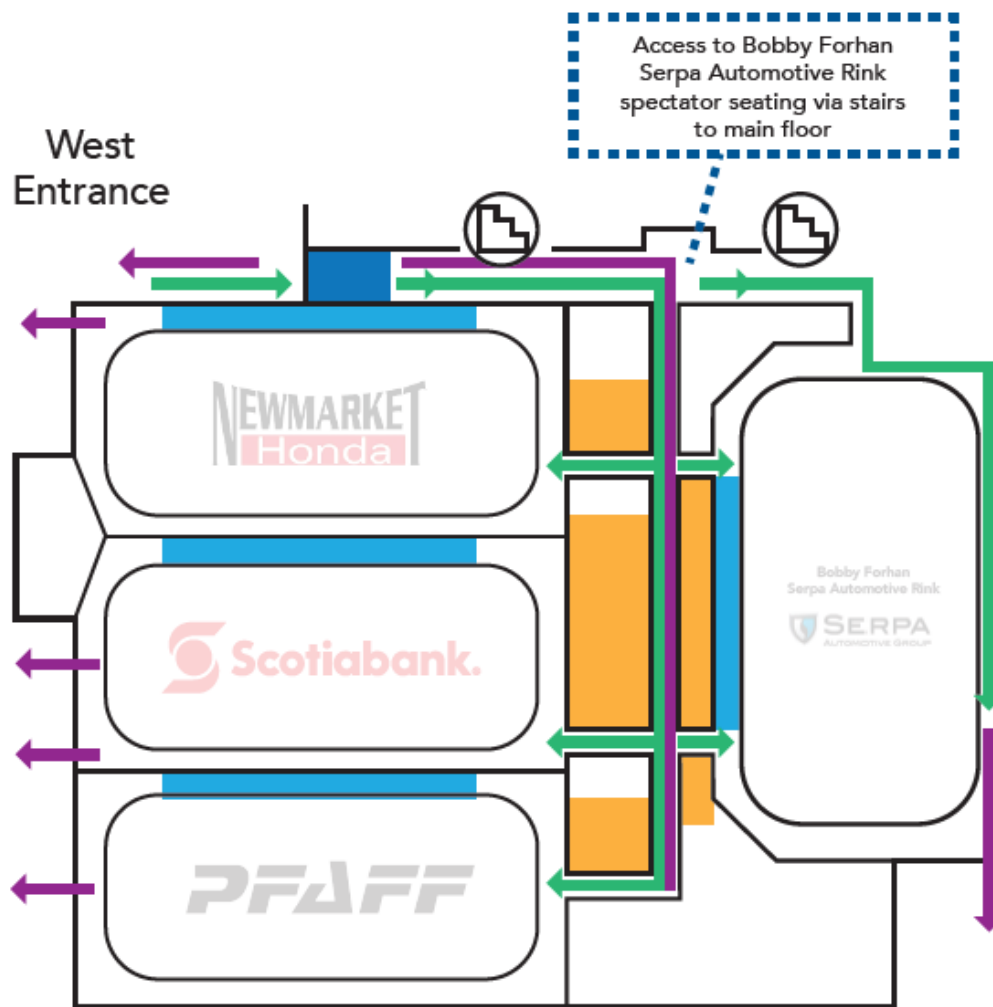
Guardians/Spectators:

Guardians/Spectators will be permitted to sit in alternating sections at centre ice within the Forhan Arena. Spectators for the Honda, Scotiabank and Pfaff pads may utilize the seating around the perimeter of the rink or benches.

All guardian/spectators are to maintaining physical distance of 2m (or 6 ft) while moving about within the amenity. Spectators will be required to wear a mask or face covering at all times while in the building. Guardian/spectators will be required to also use the Town of Newmarket's Online COVID-19 Public Screening Tool. Permit holders are required maintain spectators contact information for contract tracing purposes. The maximum number of spectators is **50**. Permit holders will be responsible to ensure spectators are following the Public Health guidelines of maintaining physical distancing and proper wearing of a mask or face covering. Stands will be cleaned periodically throughout the day.

Facility Maps

Magna Centre Rink Map

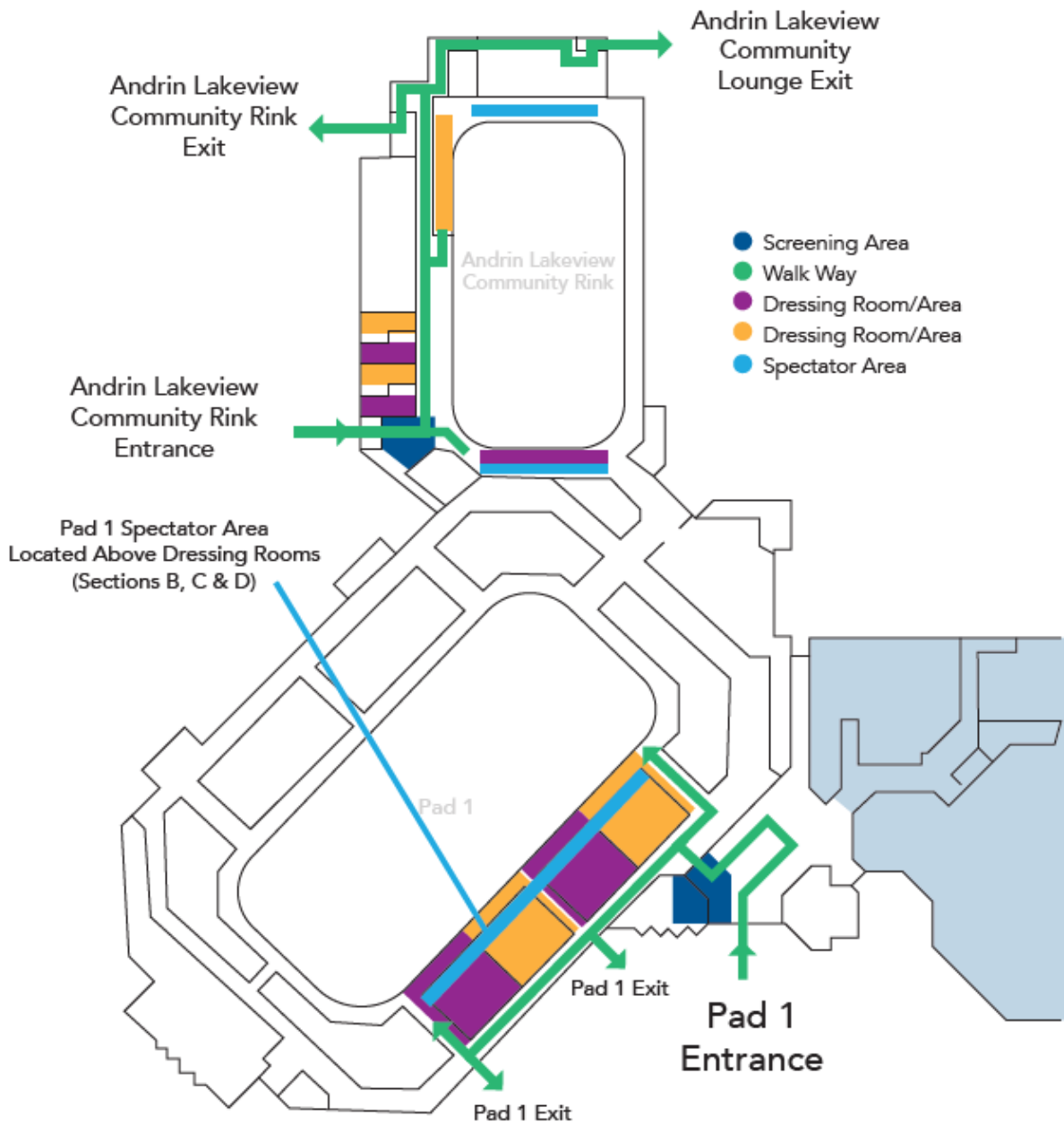



- Screening Area
- Entry Pathway
- Exit Pathway
- Dressing Rooms
- Spectator Seating

Please Note:
Ice users should exit the Magna Centre via the doors located within their respective arena.

Map not to scale

Ray Twinney Recreation Complex Rink Map



Map not to scale

PROGRAMMING & CONTROLS

On Friday July 16, 2021; the Province of Ontario entered step 3 of the province's re-opening framework. The restrictions impact the occupancy (number of participants and spectators) permitted within each amenity of the Magna Centre at one time. For the each arena the maximum occupancy is:

Ice Surface: 50

Spectators: 50

General Considerations Participants:

- All members of the public must wear a mask covering their mouth and nose, while inside the facility.
- Dressing rooms will be available with minimum occupancy of 8, in order to ensure 2m/6 ft. distancing can be maintained.
- Limited washroom facilities will be available.
- Physical distancing (2m or 6 feet) must be adhered to, throughout use of facility.
- Access will be restricted to the ice facility. Please see Map for access/exit information.
- Groups will only be permitted into the facility 15 min prior to their start time
- Groups will be asked to leave the arena promptly following their permit time through the emergency exit doors in the arena with the exception of Forhan. Forhan users will need to exit from the dressing hallway and out either the East or West entrance.
- While all efforts are being made to sanitize the building it is strongly suggested that anyone that has been inside the facility thoroughly clean their hands and equipment as soon as practicable after leaving the any town facility.
- It is recommended that participants come dressed and use skate guards within the facility whenever possible.
- Spectators will be permitted however there will be a limited occupancy. Spectators and guardians must wear a mask/face covering at all times when inside the facility and must also maintain physical distancing (2m or 6 ft). Guardians may go to the staging area to assist with tying skates or providing assistance to their child for emergency washroom breaks whenever necessary. Guardians will be asked to watch their child from the upper deck of the Forhan arena (wall of the Fitness Centre). All other arenas, guardians can watch from their child's chair or designated spectator area.

Dryland Training:

- Dryland training in hallways will not be permitted at the Magna Centre or Ray Twinney Recreation Complex.
- If dryland training is required, associations/clubs will have to book a meeting room or lounge through the Recreation & Culture department.
- Please be aware that all room capacities have reduced occupancy where all participants must be able to maintain physical distancing throughout the space and up to 50% occupancy.

Dressing Rooms:

- Dressing rooms will be made available however they will be at a reduced capacity. All participants within a dressing room must be able to maintain physical distancing of 2m or 6ft at all times.
- Masks must be worn in dressing rooms
- Dressing room access will be 15 minutes prior to your permit time
- Participants are asked to exit the dressing room promptly, within 20 minutes of the end of their permit time.

General Considerations for Permit Holders (Clubs, Associations & Leagues):

- Clubs/Associations and leagues are required to ensure their participants, coaches and guardian/spectators are using the Town of Newmarket COVID-19 Public Screening Tool.
- Clubs/Associations and leagues may be required to use their own screening tool by their provincial governing sports organization. This is in addition to the Town of Newmarket's screening tool.
- Clubs/Associations and leagues are required to keep attendance lists and contact information for all participants, coaches and guardians/spectators. This record needs to be maintained for a minimum of 1 month in the event York Region Public Health requires it for contact tracing purposes.
- Permit holders may be audited and asked to show their attendance records at any time.
- Executives/League will need to have a plan in place to cover any screener absences.
- Permit holders will have access to the facility 15 minutes prior to their permit time.
- Each User group will need to have at least one Executive, Volunteer or Convener onsite to:
 - Oversee behavior of membership
 - If possible, assist with disinfection of participant area between games/practices – using “over the counter” disinfectant wipes e.g. Lysol
 - Encourage and assist participants to exit the facility within the 10 minute flood time, to prevent greater than 50 individuals gathering in a single area
 - For events with teams, we will ask they try to organize into their respective teams prior to entry, such that patrons are not alternating Team A/Team B while entering.
 - Remind guardians to refrain from touching arena components such as the rink glass and board ledge.

- Sport specific mitigation expectations must be followed at all times unless they fall beneath the minimum standard of municipal or public health guidelines.
- The above noted conditions will be added to the user contract, and will be required to be accepted as part of their terms and conditions of use.

Sign In & Screening Procedures:

- It is the responsibility of the club/association or league to ensure participants and guardians are using the Town of Newmarket's COVID-19 Public Screening Tool (<https://maps.newmarket.ca/CovidSelfAssessment/>)
- It is the responsibility of the club/association or league to keep attendance records and screening information.
- Participants and Guardians shall be asked the following questions, at a minimum:
 1. Are you currently experiencing any of the common symptoms of COVID-19?
 - Fever of 37.8 °C or greater?
 - New or worsening cough?
 - Experiencing shortness of breath?
 - Other symptoms:
 - i. Sore throat, new taste, diarrhea, running nose, congestion, difficulty swallowing, nausea, vomiting, abdominal pain?
 2. Have you been in close contact with anyone with COVID-19 symptoms?
 3. Have you been advised by Public Health that you need to be self-isolating?
 4. Have you travelled outside of Canada within the last 14 days?
- Each patron will be asked and required to apply hand sanitizer before entering the program area.

Patrons Procedure – Youth

1. All patrons (including participants) must wear a mask once they have entered the facility.
 - a. Participants may remove their mask prior to entering the playing surface.
2. Participants will arrive dressed to play.
 - a. Participants may also wear skate guards to and within the building.
3. Upon entry, all patrons will be screened for symptoms of COVID-19. Patrons displaying symptoms may be asked to leave immediately.
 - a. If either the parent/guardian or participant display symptoms, the entire party will be asked to leave immediately and directed to contact York Region Public Health.
4. While maintaining physical distancing, patrons will enter the facility and proceed to the assigned staging area (dressing room and/or Chair) for the rink, and safely put on their equipment.
 - a. Guardians that do not stay on site shall pick their child up from the designated exit door for each arena. Please refer to facility map.

5. If using dressing rooms, patron will proceed to an empty chair within the arena. If a chair is not available they shall remain in the dressing room until their group is able to enter the ice surface.
6. At the end of the program time, participants shall be dismissed in a staggered manner to allow for distancing. Participants will proceed to their dressing room or chair to remove pertinent equipment (e.g. Skates, helmets, gloves).
 - a. If assistance is required to remove equipment to facilitate exit (e.g. goalie pads), coaches/convenor may assist players while wearing a mask and minimizing time within close contact (provided guardian isn't present for younger players).
7. Maintaining physical distances, patrons will exit the facility via clearly signed exit door (please refer to the facility map for appropriate door).

Patrons Procedure – Adult

1. All patrons must wear a mask once they have entered the facility.
 - a. Participants may remove their mask prior to entering the playing surface.
2. Participants will arrive dressed to play unless using the dressing room.
 - a. Participants may also wear skate guards to and within the building.
3. Prior to entry, all patrons will be screened for symptoms of COVID-19 by their permit holder. Patrons displaying symptoms may not be permitted access to the facility.
4. While maintaining physical distancing, Patrons will proceed directly to the prep area designated for their rink to prepare for their time.
5. When the ice pad is cleared of patrons and ready for play, facility staff will communicate to the next group that they may enter the ice surface.
6. At the end of the program time, participants shall be dismissed in a staggered manner to allow for distancing. Participants will proceed to the chair or dressing room to remove pertinent equipment. If required, participants should wait in a designated chair until another participant leaves the dressing room to ensure privacy while observing occupancy limits.
7. Maintaining physical distance, patrons will exit the facility via clearly signed exit door (please refer to the appropriate facility map).

Participants Staying for Consecutive Hours of Use

In situations where patrons will be staying for consecutive hours of use (E.g. Referee's, time keepers, goalies), please observe these steps:

1. Participants and/or Coach will alert town staff of any patrons that will be staying for consecutive hours, at their earliest convenience.
2. These patrons should locate their belongings in the chairs designated for consecutive hours.
3. At the end of each program time, these participants shall return to their chair and remain seated while staff disinfect the other spaces and remain seated until the following group enters the facility.
4. This may be repeated for each consecutive hour until the patron's final hour of play, when they will exit the facility as normal, with their group.

Participant and Staff Protection

- Participants will be required to wear a face mask or covering while entering the facility, during screening until they get on to the ice.
- Staff will wear face mask or covering at all times and physical distance from participants.
- For emergency purposes and situations where staff are required to go within 6 feet of the participant, staff will wear the necessary PPE to assist with a medical emergency.
 - First aid supplies
 - Mask- K95
 - Gloves
 - Goggles/Face Shield

Physical Distancing

- The Town will be promoting physical distancing by:
 - * Providing signage that outlines the Town's expectations as it relates to COVID-19 procedures at the facility.
 - * Provide markings on the ground 2 meters apart from each other (ie. pylons) to act as visual for participants to keep their space from each other
- Group size is limited to 50 individuals on the ice playing surface, unless their approved return to play limits this to a lower number. User groups/clubs are responsible for following their sport specific, governing body approved return to play criteria.

CLEANING & SANITIZATION

- As participants will be bringing their own equipment and the facility does not offer rental equipment, equipment sanitization will be minimal and the focus will be on facility cleaning.
- Participants will be instructed that there will be no sharing of personal equipment.
- When possible, staff will clean high touch points such as chairs, player's bench etc. with Miracle (brand) Disinfectant.
- Participants and/or club representatives will be asked to clean their own chair with suitable (non-commercial) disinfectant, when possible.
- Staff will track cleaning on a daily log sheet and initial after completion.
- The facility will receive a full clean daily before re-opening each day.

PUBLIC AWARENESS & EDUCATION

- The Town will be increasing public awareness and education through:
 - There will be a town staff present to ensure the correct flow of people throughout the facility and that participants are following the physical distancing rules and other public health measures.
 - Signage
 - Sharing protocols with minor sports organizations, leagues and individual permit holders

EMERGENCY MANAGEMENT

Staff Illness

- Staff will be required to sign in to the Town of Newmarket on-line screening tool every day before attending work. Following the protocols outlined in this tool, any staff experiencing symptoms should not attend work.
- If a staff person develops illness while at work, they should immediately remove themselves from any contact with others, notify their supervisor and go home.

Participant Screening:

- If participant answers "yes" to any of the Covid-19 screening questions, they will not be permitted access the facility to ensure the health and safety of staff and other participants.
- The participant will be asked to leave the facility immediately by the club/association, league or town staff. Town Staff should be notified immediately of a failed screening so staff can sanitize the area.

Participant Illness:

- If a participant develops symptoms while at the program, the participant will be isolated away from others in the designated room at the facility. Club representatives will work with staff on site to accomplish this quickly and specific to the area in which the participant exhibits symptoms.
- If a parent is onsite, they will be called upon immediately to tend to their child.
- If a parent is not on site, the emergency contact will be contacted immediately.

- If the participant requires close contact and care, staff will continue to care for the participant until the parent/guardian is able to pick them up.
- Staff will immediately don the following PPE: K-95 mask, gloves and goggles/face shield and wear during all interactions with the participant and should avoid contact with respiratory secretions.
- Staff should wash their hands before donning PPE, before and after removing PPE and before and after touching any items used by the participant.
- Staff will ask the individual participant to leave the program and seek medical attention as recommended by York Region Public Health (i.e. get tested for COVID-19)
- Staff will document the incident on the Town's Accident/ Incident Reporting form and notify the respective Supervisor immediately
- If the Town is contacted by the Regional Health unit regarding a positive case of COVID-19, the Town will cooperate and assist with contact tracing as necessary.

STAFF TRAINING & MANAGEMENT

- Full-time and part-time staff are required to work during permitted ice rental times.
- Staff will be trained on all of the items above prior to the reopening date as well as:
 - Any WHIMS and Health & Safety training as per Ministry of Labour requirements
 - Staff roles in cleaning and sanitizing
 - Schedules
 - Technical training (i.e. how to clean, how to use and apply PPE, how to perform first aid etc.)