

**TOWN OF NEWMARKET
RECREATION & CULTURE DEPARTMENT**

COVID-19 Prevention & 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 September 22nd, 2020

- | | |
|--|-----------------------------------|
| • Pfaff Arena (Magna Centre) | Open |
| • Pad 1 Arena (Ray Twinney Recreation Complex) | Open |
| • Andrin/Lakeview Homes Community Arena (Ray Twinney Recreation Complex) | Open |
| • Scotiabank Arena (Magna Centre) | September 28 th , 2020 |
| • Forhan Arena (Magna Centre) | November, 2020 |
| • Honda Arena (Magna Centre) | TBD |

HOURS OF OPERATION

Beginning Monday September 18, 2020 the following will be the operating times for each facility:

The Magna Centre Hours Monday to Sunday from 8:00 a.m. to 11:00 p.m. Early morning hours are aiming to begin in October.

The Ray Twinney Recreation Complex Hours Monday to Friday 3:00 p.m. to 11:00 p.m. and Saturday to Sunday 8:00 a.m. to 11:00 p.m.

The following illustrates the staggered timeslots between the two pads available for permitting:

- All ice rental permits are 50 minutes long, unless otherwise organized with staff.
- There are 25 minutes between rentals to allow for arena floods and cleaning

| Start times – Single Pad | | | | Start times – Twin Pad, when available | | | |
|--------------------------|------|-------|-------|--|------|------|------|
| 8:00 | 9:15 | 10:30 | 11:45 | ----- | 8:30 | 9:45 | 11 |
| 1:00 | 2:15 | 3:30 | 4:45 | 12:15 | 1:30 | 2:45 | 4:00 |
| 6:00 | 7:15 | 8:30 | 9:45 | 5:15 | 6:30 | 7:45 | 9:00 |
| | | | | 10:15 | | | |

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 September 28th, 2020, the town will only be operating 2 ice pads, a fitness centre and pool.

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 21, 2020 we will only be operating the 2 ice pads.

FACILITY ACCESS

Ice Facility Access at Magna Centre:

Scotiabank Arena

Participants will be entering the arena pad through the Scotiabank emergency exit on the West side of the building 15 minutes prior to their permit start time. This entrance is clearly signed.

Participants will be required to be screened by their club/association or league outside the entrance or just inside the entrance doors before being permitted to move to the prep area.

Participants must wear a mask upon entry and will be required to hand sanitize their hands. Once screened; they will be directed to Area A (team A) or Area B (team B). Participants must practice physical distancing (2m or 6 ft) while moving through the staging areas.

Participants will exit through a second emergency door (on the Westside) at the end of their permit time.

If the first rental has not cleared their area upon the arrival of the next permit. After screening participants, the participants will go to a queueing area prior to entering the prep area.

Please refer to the Magna Centre map below.

Pfaff Motors Arena

Participants will be entering the arena pad through the Pfaff emergency exit on the West side of the building 15 minutes prior to their permit start time. This entrance is clearly signed.

Participants will be required to be screened by their club/association or league outside the entrance or just inside the entrance doors before being permitted to move to the staging area.

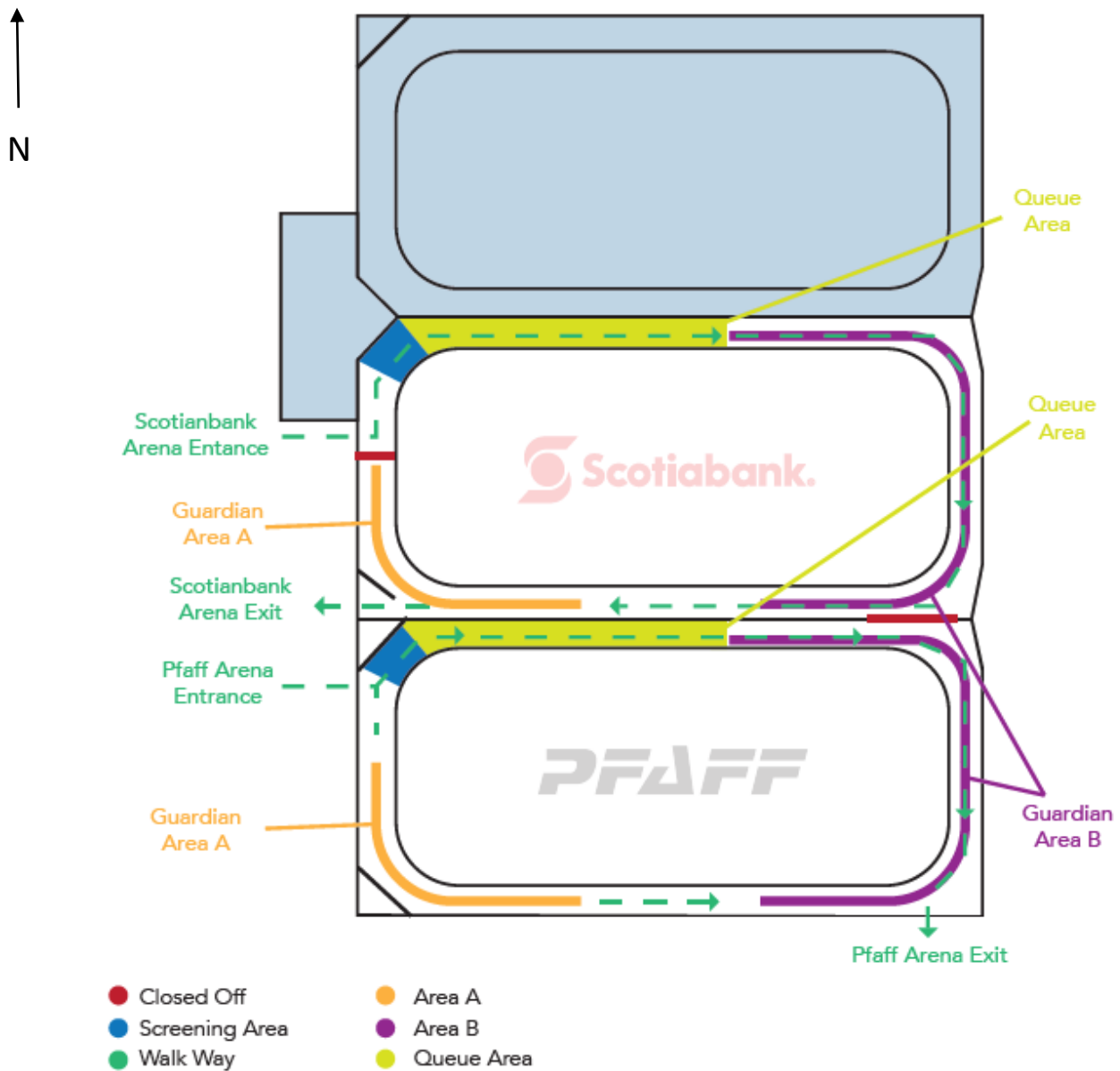
Participants must wear a mask upon entry and will be required to hand sanitize their hands. Once screened; they will be directed to Area A (team A) or Area B (team B). Participants must practice physical distancing (2m or 6 ft) while moving through the staging area.

Participants will exit through a second emergency door (on the South side) at the end of their permit time.

If the first rental has not cleared the staging area upon the arrival of the next permit. After screening participants, the participants will go to a queueing area prior to entering the prep area.

Please refer to the Magna Centre map below

Magna Centre Rink Map



Map not to scale

Facility Access at Ray Twinney Recreational Complex:

Pad 1:

Participants will be entering the building at the Main Entrance (East side) 15 minutes prior to their permit start time. This entrance is clearly signed.

Participants will be required to be screened by their club/association or league outside the entrance or just inside the entrance doors before being permitted to move to the staging area.

Participants must wear a mask upon entry and will be required to hand sanitize their hands. Once screened; they will be directed to staging area A (team A) or staging area B (team B). Participants must practice physical distancing (2m or 6 ft) while moving through the staging area or building hallways.

Participants (or guardian for children 10 years or younger) will take their personal belongings to the exit staging area across the rink (please see map).

Participants will leave the exit staging area and proceed within the hallway to exit through the Lounge 1 entrance (on the Southside) at the end of their permit time.

Please refer to the Ray Twinney Recreation Complex map below.

Andrin/Lakeview Homes Arena (Pad 2):

Participants will be entering the building at the Andrin/Lakeview Homes Entrance (Pad 2 - Southside) 15 minutes prior to their permit start time. This entrance is clearly signed.

Participants will be required to be screened by their club/association or league outside the entrance or just inside the entrance doors before being permitted to move to the staging area.

Participants must wear a mask upon entry and will be required to hand sanitize their hands. Once screened; they will be directed to staging Area A (team A dressing rooms) or staging Area B (team B dressing rooms). Participants must practice physical distancing (2m or 6 ft) while moving through the staging area or building hallways.

Team A will take their personal belongings with them from the dressing room to lounge two. Then they will be allowed to enter the ice surface. Guardians for participants 10 years or younger may stay in lounge 2 (maintaining physical distancing) or may stand (maintaining physical distancing) around the perimeter of the eastside of the rink, opposite from guardians of the other group/team.

Team B will take their personal belongings and guardians (participants 10 years or younger) to the area around the Westside of the rink. Participants may enter the ice while guardians remain at their child's chair.

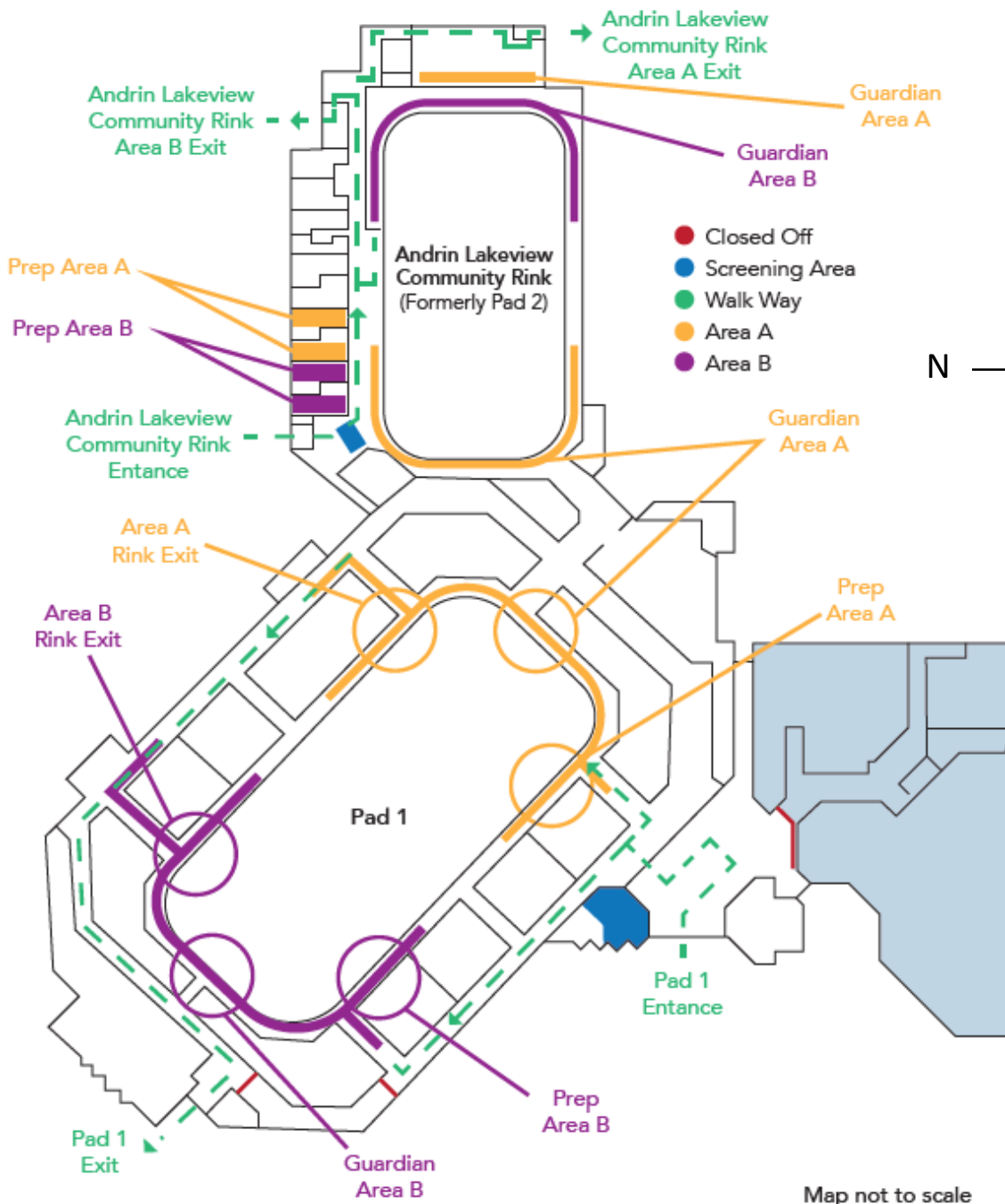
Only one team shall exit their dressing room and proceed to their exiting area at a time, ensuring that participants and guardians are minimizing intermingling, but while always maintaining physical distance and wearing a mask or face covering.

Team A will exit the ice and go to lounge 2 to remove their skates and exit the building from the emergency exit door in lounge 2.

Team B will take their skates off at their chair (inside rink) and will exit the building from lounge 2 entrance.

Please refer to the Ray Twinney Recreation Complex map below.

Ray Twinney Recreation Complex Rink Map



PROGRAMMING & CONTROLS

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 as a staging area at the Ray Twinney Recreation Complex in the Andrin/Lakeview Homes arena (Pad 2) only.
- Limited washroom facilities will be available.
- Social distancing (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.
- 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.
- No spectators will be permitted. However, only the guardians of children under 10 may be allowed to help their own kids with the emergency washroom breaks whenever necessary. Guardian must wear mask/face covering all the time when they are inside our facility.
- Guardians are asked to refrain from touching arena components such as the rink glass and board ledge.

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

- Clubs/Associations and leagues are required to perform the COVID 19 screening for their users and their guardians according to the Public health and other health and governmental guidelines and provide the detailed information to Town and/or Public Health upon request.
- Permit holders may be audited and asked to show screening and attendance records at any time.
- Executives/League will need to have a plan in place to cover any screener absences.
- Maximum number of on-ice participants is 50 (including coaches, referees or any additional program support people).
- Guardians are excluded from the on-ice participant number of 50. Only 1 guardian per participant, aged 10 years or younger may stay onsite in the facility. No siblings will be permitted.
- Guardians are required to take any reasonable measure to avoid intermingling with guardians of another team or club. Maximum number of individuals in any one area is 50, and each must continue to maintain physical distancing and wearing a mask.
 - During “on-ice” times, if a Participant exits the ice, the total number of Guardians and participant(s) combined in an area must remain at 50 or fewer.

- An “Area” is to be considered to be a physical space within a non-permeable barrier
- 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 behaviour 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.
- All participants must follow the “50 players in a group/league” guideline set by the Province of Ontario under Stage 3. Participants are allowed to play in one group or league made up of 50 players. An individual cannot play in multiple groups or leagues. Initially, group size of no more than 50 participants permitted on the ice surface at one time. This number will be revisited periodically in accordance with provincial and regional Public Health Units as well as sport specific return to play procedures
- 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 conduct the screening for their participants and guardians
- 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 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 social distancing, patrons will enter the facility and will proceed to the assigned staging area for that rink (please refer to the appropriate facility map).
 - a. The guardian will be asked to leave the facility during training time (for participants over the age of 10 years old.)
 - b. Guardians will pick their child up from the designated exit door for each arena (please refer to the appropriate facility map).
5. Patrons will proceed directly to the staging area within the rink chairs (or defined seating) will be safely spaced to put on skates or other equipment (e.g. helmet and gloves).
 - a. Participants may carry their personal belongings to the designated exit staging area (if applicable) for each arena once allowed onto the surface. Alternatively, parents/guardian may take these belongings.
6. 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.
7. 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 in the exit staging area (if applicable) to remove pertinent equipment (e.g. Skates, helmets, gloves). Please note at the Magna Centre the staging area and exit area are the same. Participants would go back to their assigned seat.
 - a. If assistance is required to remove equipment to facilitate exit (e.g. goalie pads), coaches may assist players while wearing a mask and minimizing time within close contact (provide guardian isn't present for younger players).
8. Maintaining physical distances, patrons will exit the facility via clearly signed exit door (please refer to the appropriate facility map).
 - a. The parent/Guardian should meet the participant outside, at the arena exit door, to put mask on as early as soon possible, then remove remaining equipment.

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.
 - 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 by their permit holder. Patrons displaying symptoms may be asked to leave immediately.
4. While maintaining social distancing, patrons will enter the facility and will proceed to the assigned prep area for that rink (please refer to the appropriate facility map).
5. Patrons will proceed directly to the prep area within the rink that will be safely spaced to put on skates or other equipment (e.g. helmet and gloves).
 - a. Participants may carry their personal belongings to the designated exit staging area (if applicable) for each arena once allowed onto the surface.
6. 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.
7. 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 in the exit staging area (if applicable) to remove pertinent equipment (e.g. Skates, helmets, gloves). Please note at the Magna Centre the staging area and exit area are the same. Participants would go back to their seat.
8. Maintaining physical distances, patrons will exit the facility via clearly signed exit door (please refer to the appropriate facility map).

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 of 50 players permitted on the ice surface at one time, unless 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. This number will be revisited periodically in accordance with provincial and regional Public Health Units as well as sport specific return to play procedures.

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 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 (car), 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.