

Covid-19 Rental Requirements - Community Services Department

updated October 22, 2020

Thank you for choosing the Petawawa Civic Centre for your rental. Due to Covid-19, we have had to update client requirements to include submission of a "Covid Plan." Please take a moment to review the information below which outlines overall plan content.

Please note that you should carefully consider all aspects of your planned activity and possibly implement substantial changes to make it work in the rental space while complying with the current health and safety guidelines as per the Province of Ontario, the Renfrew County & District Health Unit and your organization's governing body (if applicable).

The Town will provide a clean and sanitized facility. Washrooms will be cleaned twice a day. Hand sanitizer (wall units) are located at entry points to the Civic Centre. Cleaning products will be provided for use during and after your rental. Tables and chairs will be cleaned and sanitized before and after every rental.

Until further notice and physical distancing requirements lessen, the Civic Centre is not available for executive meetings. It is strongly recommended that you meet through online meeting software.

Initial Steps:

1. If your organization is governed by a larger body, please contact them to verify if there is a Return to Play or "return to activity" type document. Recommendations from the governing body likely need to be included in your Covid Plan. Please send us a copy or link for this document as well.
2. If insurance is required for your rental (as per our Terms and Conditions of Use), please contact your insurance provider to ensure that you have coverage for all participants during the Covid pandemic. Please provide either an updated insurance certificate or confirm that your insurance provider has stated that your current insurance is valid.

Pre-Planning:

Please review the size of your group against the size of the desired rental space to determine the maximum number of participants that can fit in the space while remaining physically distant, including entry and exit through hallways. Consider if your activity requires movement within the space.

Covid Plan – Written Submission:

Your Covid Plan should outline all details that cover the movement and activities of participants once on Town property and what are you doing above and beyond our past normal to ensure the safety of your participants. It will be unique to your organization and activities; some groups may require more details than others.

It should generally include, but is not limited to, details about:

Category	Explanation or Suggestion
Self-screening	User groups should screen all participants prior to entry into the facility/program. Please outline how you will complete this. Note that self-screening is expected of participants for entry into Town facilities also.
Number of participants	Please include the number of people expected to participate in your rental and whether they will all be present at the same time or if participation will be staggered.
Timing	Please plan timing of participants during the rental, particularly if there will be movement. Please advise participants not to loiter; they are to access the facility shortly before the program and depart immediately afterward.
Point of entry	Designate the point of entry and point of exit in and out of the rental space or on and off of the field. Note that the arena lobby doors feature automatic openers.
Route	Please indicate the traffic flow of participants in and out of the Civic Centre or the field/diamond.
Points of contact	Outline any spots that participants will contact and what will be cleaned on the spot by the renter or will be left for cleaning by the Town.
Floor plan and use of space	Please provide a floor or field plan. If participants will be moving during rental, please include details about how they will move about the space while maintaining physical distancing as much as possible.
Our supplies and equipment	Please indicate any supplies and/or equipment on the layout/floor plan. <ul style="list-style-type: none"> • Indoor: # of tables and chairs required and desired placement • Outdoor: required equipment and locations
Your supplies and equipment	Shared equipment is discouraged, particularly if item will be handled by hands (versus feet). Please plan and indicate what equipment is coming in, who will be handling it and what protocol will they follow. If your organization stores equipment at the Civic Centre, you must include plans to wipe it down prior to use and again after use (before our staff put it away).
Writing	If your program requires writing (signatures), please ask participants to bring their own writing utensils. Sharing is not recommended.
Face masks	Current protocols require wearing of masks inside enclosed public spaces. Clients should plan for participants who have forgotten to bring masks (provided by organizer? participants turned away?).
Hand washing	Indicate requirements of participants to wash hands or sanitize and how (which washroom, portable handwash station brought by client, sanitizer provided by client, participants to bring their own sanitizer, etc.). Consider scheduling breaks for handwashing.
Food and beverage	Communal food (e.g. self-service buffet, platters) or sharing of food is not permitted. Food should be prepped for individual servings or there must be a server dishing out food (e.g. one person can access dishes to make plates of food and then distribute the finished plates; one person can pass out pieces of cake or cookies from a platter). Beverages should be pre-packaged (e.g. cans or juice boxes) or distributed by one server (e.g. one person pours drinks and distributes).

Category	Explanation or Suggestion
Sanitizing	Clients are asked to wipe down all touch surfaces at the end of their rental (tables, chairs, door handles, etc.). Cleaning products will be provided.
Chemicals	Should you plan to use your own cleaning products/chemicals, please provide the DIN # of these products at least 2 weeks in advance of your rental.
Departure	Designate one person to sweep the room after all participants have exited. No items should be left behind!
Attendance list	You must record on paper the name, phone number, time of entry and time of departure for all participants. This list must be given to the facility operator on duty prior to departure or can be sent by email to bookings@petawawa.ca .

Your *draft* Covid Plan must be submitted to the Community Services Department at least 2 weeks prior to your first rental. Our staff will review and get it back to you within a week. The finalized plan is due at least 2 days prior to your first rental. **Should health and safety guidelines change after submission of your draft, please submit an amendment to address the change/updated requirement.*

Please also send a copy of the instructions/notice that will be provided to your participants to conform to your Covid Plan. This is due 2 days prior to your first rental with your Covid Plan. This notice should include details of your Covid Plan pertinent to participants as well as a notice to follow all public health and safety protocols as per the Renfrew County & District Health Unit.

Please be advised that this document is not exhaustive. Please include any other particulars that are relevant to your use of the space. If your activity is not very complex, you may not need to include all items listed.

