

COVID-19 Facility Protocol

Petawawa Civic Centre - Arena



Updated October 22, 2020

1. Overview

The health, safety and well-being of our facility users and the community at large are of the utmost important to us. The purpose of this document is to formally outline the protocol for users to follow when using the Petawawa Civic Centre and its amenities. These protocols will remain in effect until government officials advise that public health and safety measures are no longer required.

2. Scope

The protocol applies to all users of our facility. This is a living document that can and will be updated as necessary, potentially with minimal notice. Town of Petawawa rental protocol may be changed or modified in order to ensure participant safety and adherence to regulations and guidelines as established by provincial and regional health authorities. This may include cancellation of ice rentals.

3. User Code of Conduct

- 3.1 Please ensure you are aware of the procedures and the importance of physical distancing upon entering the facility. Please relay the importance of this information to your group.
- 3.2 Everyone entering the facility should ensure they are not touching anything that is not necessary – proceed to your designated area upon arrival. Nobody should be walking around the facility outside of their designated area.
- 3.3 Users must not exceed any applicable gathering restriction. The Town of Petawawa may require any user(s) to leave the facilities and its premises forthwith in the event that there is a determination by the Municipality that a gathering exceeds any applicable gathering restriction.
- 3.4 Facility Staff will not permit any horseplay among participants in a small group and, should staff witness any behaviour contrary to our guidelines, you may be immediately asked to leave and not provided with a refund or credit and all future bookings may be cancelled.
- 3.5 Anyone entering the facility is expected to respect all protocols and direction by Town of Petawawa facility staff.

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4. Screening & Contact Tracing

- 4.1 All users are expected to answer the [self-assessment questionnaire](#) prior to entering the facility for any event – game, practice, meeting or other in-person activity. If the user answered YES to any of the questions (see below), they are to immediately leave and return home to self-isolate:
- Have you been in close contact with someone who is sick or has confirmed COVID-19 in the past 14 days?
 - Have you returned from travel outside Canada in the past 14 days?
 - Do you have any of the following: fever, cough, difficulty breathing, sore throat, trouble swallowing, runny nose, loss of taste or smell, not feeling well, nausea, vomiting, diarrhea.
- 4.2 All renters must maintain and submit an attendance list of participants, staff, volunteers and attendees for every rental for purposes of case tracing. This attendance list should include name and contact information and be **submitted to facility staff during or at the end of every rental period**. This information shall be stored for a period of no less than 30-days.
- 4.3 Any COVID cases associated with the Organization, its members, staff, volunteers and attendees must be brought to the attention of the Town immediately.

5. General Public Safety Measures & Hygiene

- 5.1 Users must follow public health COVID-19 regulations and we encourage the use of precautionary measures being recommended by health authorities. Face masks must be worn at all times in public areas of the Petawawa Civic Centre – this includes the lobby, hallways, washrooms and dressing rooms.
- 5.2 The maximum number of participants on the ice at any given time is 25. This includes players, coaches, trainers, etc. Facility staff is not included in the 25.
- 5.3 A maximum of one attendee per participant is permitted entry during a rental to a maximum of 25 people, although this is discouraged particularly for participants ages 18 and over. One parent or guardian per player (1:1 ratio) is permitted for participants under the age of 18.
- 5.3.1 Attendees who remain in the facility during the rental must go to the designated seating area. Spectators must physically distance themselves in the stands.
- 5.3.2 Users are responsible for anyone entering the facility during their rental time and must include these individuals on the attendance list for case/contact tracing.

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- 5.4** Users must not exceed any applicable gathering restrictions. The Town of Petawawa may require any user(s) to leave the facility and its premises forthwith in the event that there is a determination by facility staff that a gathering exceeds any applicable gathering restriction.
- 5.5** Users/clubs/associations must follow the standards as outlined by the Province of Ontario, the RCDHU and their National Sporting Organization, Provincial Sporting Organization or governing body. If any of these organizations dictates lesser participation numbers or stricter guidelines, those must be followed.
- 5.6** As per the Ontario Rules for Arenas in Stage 3, “organized team sports that are practised or played by players in a league may only be practised or played within the facility if the league either,
- i. contains no more than 50 players and does not permit its teams to play against teams outside of the league, or
 - ii. divides its teams into groups of 50 or fewer players and does not permit teams in different groups to play against one another or against teams outside of the league.”
- 5.7** Users are required to present a “Return to Play” plan of their own or how they will adhere to the “Return to Play” plan from their governing body (i.e. HEO, Ringette Ontario, Skate Ontario, CARHA, etc). Non-sanctioned users must sign off on the Facility Protocol as part of their rental agreement.
- 5.8** Team sports in which body contact between players is either an integral component of the sport or commonly occurs while engaged in the sport are not permitted, unless the approach can be modified to prevent prolonged or deliberate physical contact.
- 5.9** Amateur and recreational sports leagues may resume so long as they do not allow prolonged or deliberate physical contact between players or if they have modifications to avoid physical contact between players.
- 5.10** The Petawawa Civic Centre will operate in three zones – Arena, 2nd floor (Hall, Lounge) and Library. Users will use different entry and exit points unique for each zone of the facility, never crossing from one zone into another.
- 5.10.1 Arena users must enter and exit on the back/north side of the Civic Centre. Entry will be through the double doors in the centre. Users must exit through the single door nearest to their dressing room. The main doors and lobby will not be accessible. See the Facility Map under Section 6.
- 5.10.2 If accessing different zones is required, users must exit the building and enter the other zone through the appropriate point of entry.

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- 5.11 Arena users can arrive no more than 15 minutes before their scheduled ice time and must depart the arena within 15 minutes of the conclusion of their scheduled ice time. Users will only be granted access to the facility by designated facility staff 15 minutes before their rental time.
- 5.12 All participants associated with the rental are to enter and exit the facility once only during the rental. Coming and going during the rental time is not permitted.
- 5.13 Users are to arrive fully dressed, carrying skates, gloves, stick, helmet and filled water bottles only. Users are strongly encouraged to only bring a bag sufficient to carry their skates, gloves and helmet and limit the amount of large hockey bags in the facility. Goaltenders are the exception to the rule.
- 5.14 Each rental group will have access to an adequate number of dressing rooms as to accommodate a maximum of 25 participants. This will be regulated by arena staff. Dressing room capacity varies per room and spacing will be well marked. Users may only sit in designated spaces. Parents/guardians may enter only for as long as it takes to assist skaters.
- 5.15 It is imperative that users adhere to the dressing room instructions as advised upon entry.
- 5.16 Showers will not be accessible at any time.
- 5.17 Washrooms are available to participants only in the dressing room. Washrooms and dressing rooms are cleaned and sanitized before and after each scheduled program. The washroom has a maximum capacity of one (1).
- 5.18 Commonly touched surfaces will be cleaned by facility staff after each rental.
- 5.19 Users are discouraged from bringing valuables inside the Civic Centre. **Dressing rooms will not be locked and the Town of Petawawa is not responsible for lost or stolen items.**
- 5.20 Users who fail to adhere to public health guidelines and/or the COVID-19 Facility Protocol will have privileges suspended.
- 5.21 Please keep the dressing rooms, player benches and stands clean of any garbage. Users must pick up after themselves and make use of the bins provided (i.e. no waste left on floor or benches). A sweep of dressing rooms and stands should be done prior to departure by the user. The Town of Petawawa is not responsible for any items left behind by users.
- 5.22 Please bring your own hand sanitizer or use the hand sanitizer provided near the facility entrances.
- 5.23 All arena rentals must be made in advance through the Community Services Department office (bookings@petawawa.ca or 613-687-5678 ext. 2112). Rental

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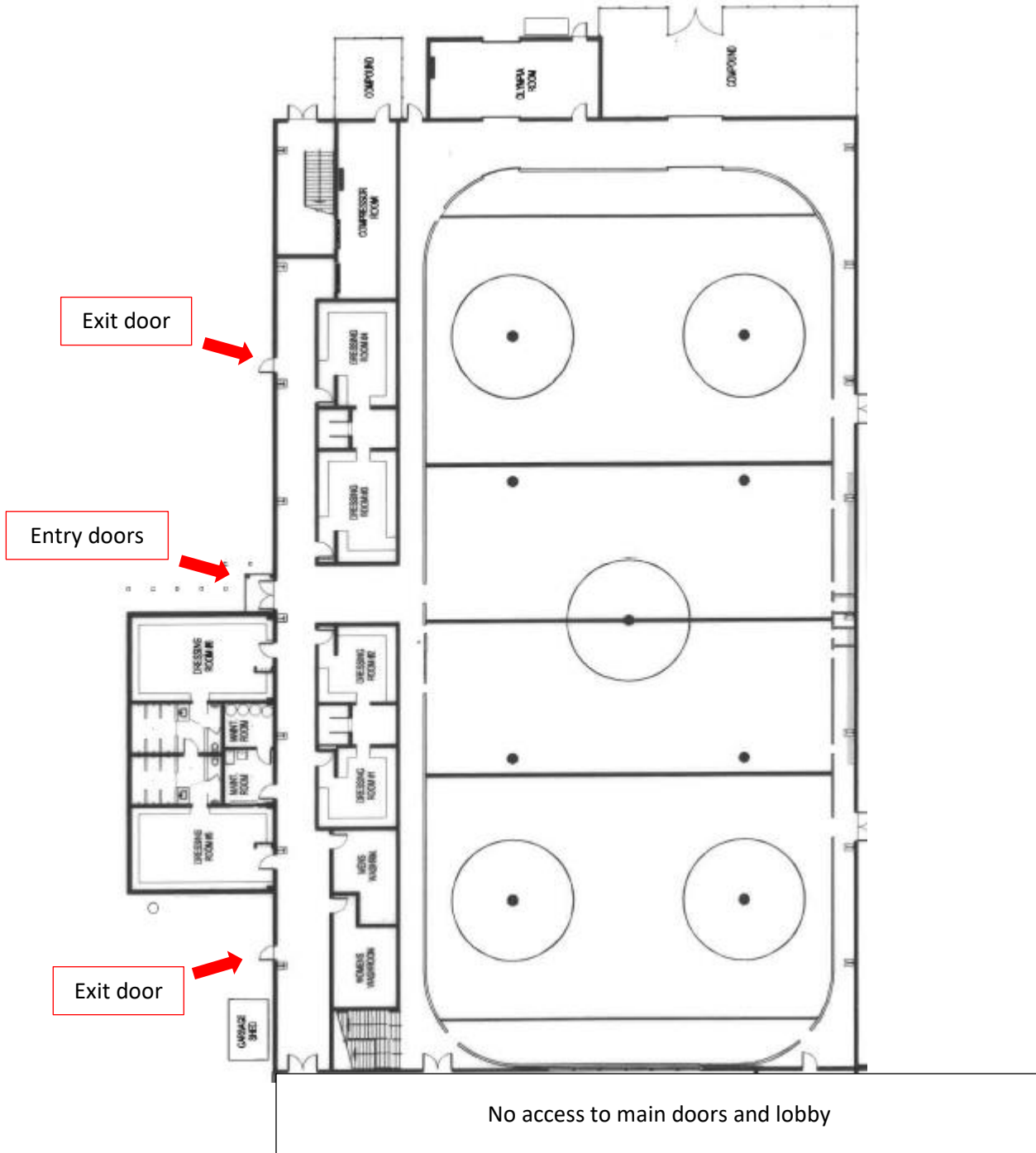
times must be adhered to in order to ensure appropriate turn-around and cleaning for the arrival of the next users.

- 5.24** No spitting, nose blowing or other bodily fluids on the ice or in any part of the arena, including the dressing rooms and benches.
- 5.25** In the event of an injury, one person is permitted to leave the arena zone to request first-aid support from the arena office.
- 5.26** All teams are to supply their own first aid kit that should be with them on the bench.
- 5.27** The facility will not provide extra equipment such as pucks or pylons and no storage is available.
- 5.28** Sharing of equipment among user groups is not permitted.
- 5.29** Before returning to the facility between rentals, it is the responsibility of the player to clean and disinfect their equipment.
- 5.30** The Canteen will not be open at this time.
- 5.31** All other facility rules and municipal by-laws apply.
- 5.32** It is the responsibility of each user group/rental client to stay up-to-date on the RCDHU's guidelines and Provincial regulations on sport participation and to adhere to any and all updates and changes.

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6. Facility Map



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7. Documents & Resources

- I. [Province of Ontario – What Can Open in Stage 3](#)
- II. [Ontario Regulation 364/20 – Rules for Areas in Stage 3](#)
- III. [Petawawa Civic Centre Arena – General Terms and Conditions of Use \(July 2020\)](#)
- IV. [Hockey Canada – Return to Hockey Information & Updates](#)
- V. [Ontario Hockey Federation – Return to Hockey Framework](#)
- VI. [Hockey Canada – Return to Hockey Safety Guidelines](#)
- VII. [Skate Canada – Return to Skating](#)
- VIII. [Skate Ontario – Return to Play Protocols](#)
- IX. [Canadian Adult Recreation Hockey Association \(CARHA\) – Recommendations for Resuming the Sport of Adult Recreational Hockey](#)
- X. [Ontario Recreation Facilities Association – Re-entering and Re-opening Guiding Principles and Best Practices](#)