



# Village of Point Edward

## Point Edward Memorial Arena COVID-19 Reopening Plan

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### SUMMARY

While the COVID-19 situation continues to evolve, the health and safety of our staff and users remains our number one priority. In accordance with the Provincial 28 day shutdown, that began on December 26, 2020, the Point Edward Memorial Arena was closed to all users. In anticipation of the reopening of the Province and eventual reopening of the arena, this revised reopening plan has been developed to help guide our path forward for the remainder of the 2020/2021 ice season.

Most of the restrictions in the original re-opening plan are still applicable, however, this document reflects changes to the COVID response framework made by the Provincial Government on November 20, 2020. Specifically, the framework identifies 5 colour-coded measures municipalities are placed into based on local COVID trends. In the original arena re-opening plan, the numbers stages were identified. This document has been revised to reflect the colour phases. Revised sections are identified with an asterisk \*.

**Special Note:** *These restrictions are deemed temporary and expected to apply only for the 2020/2021 ice season. User groups that had ice time booked for the 2019/2020 season but are choosing not to participate during the 2020/2021 season will still have access to their 2019/2020 ice time for the 2021/2022 season.*

### BACKGROUND

The Point Edward Memorial Arena is home to the Point Edward Figure Skating club, Point Edward Minor Hockey, learn to skate groups and countless pickup and recreation hockey groups and leagues. The Village of Point Edward recognizes the importance of sports to the physical and mental wellbeing of our youth. Our mandate is to ensure we can provide a safe and healthy facility for our user groups while also maintaining the health and safety of our staff.

To be clear - the ability to use the arena is possible only with complete cooperation and collaboration. The “bending” of rules will result in ice time being cancelled for user groups – **NO EXCEPTIONS.**

### \*REOPENING STRATEGY – LINK TO PROVINCIAL MEASURES

The revised re-opening strategy will tie directly to the Provincial COVID response framework. Restrictions to the use of the facility can be strengthened or weakened based on where Lambton County fits within the response framework.

The phases are outlined below.

#### \*ARENA Phase GREEN – Ontario Framework Green & Yellow\*

\*Phase GREEN would permit ice rentals for our two major user groups; Point Edward Figure Skating Club and Point Edward Minor Hockey, as well as adult rec league hockey, pick-up hockey leagues, additional specialized skills training and development groups and private ice rentals.

A maximum of **25 participants** will be permitted on the ice at any given time. This includes coaches and trainers. This is to ensure that the maximum 50 participant limit is not exceeded during overlapping ice times.

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\*Arena phase GREEN would begin when the Province of Ontario identifies Lambton County as being able to move to either GREEN or YELLOW framework level.

Additional restrictions would include:

- For all ice user groups, one spectator is permitted per each on ice participant only. No more than 25 spectators are permitted for any ice rental. Spectators must sit in designated spots as identified in the stands and are not permitted to access any other area in the arena.
- As per the provincial reopening framework, leagues must contain no more than 50 participants total. If participants in a league exceed 50, the league may divide into smaller groups of no more than 50. Players are not yet permitted to play against players outside of their league or group. Leagues and user-groups are expected to adhere to this requirement.
- Rec league and pickup leagues and private ice rentals are responsible for maintaining a list of users that entered the arena for the purposes of contact tracing. See specific information below.
- One user group volunteer will be permitted in the facility per ice time to facilitate the live streaming of the participants.
- One board member from the user group will be permitted in the facility per ice time to assist with the group's adherence to the rules.
- Participants are expected to come as dressed as possible for their activity to minimize the amount of time parents will need to be in the building. Older children that do not need assistance dressing are not required to arrive wearing equipment. See APPENDIX C.
- Change rooms will be assigned to each group and available 15 minutes prior to the scheduled ice time. Participants/parents are expected to obey the dressing room signage identifying spots on the bench for dressing. Maximum 12 participants per dressing room unless otherwise identified. Showers will be closed in all dressing rooms.
- Change rooms are to be vacated 15 minutes after the ice time ends. There are **NO EXCEPTIONS**.
- One entrance/exit will be utilized for all participant arena access (main entrance at the east side of the arena). Volunteers from the user groups will be expected to assist arena staff with managing the door and people entering the facility.
- The doors to the arena will open 15 minutes prior to the scheduled ice time and close five minutes before the scheduled ice time. No participants will be permitted to enter once the doors are closed – **NO EXCEPTIONS**.
- After the scheduled ice time, participants will have 15 minutes to remove equipment and leave the building proceeding directly to their assigned pickup location. User group volunteers will be required to coordinate the exiting of young children. Parents/adults waiting outside of the entrance will be expected to maintain social distancing and not hinder through traffic near the entrance.
- The concession area will be permitted to open, based on food vendor availability.
- The arena cleaning schedule will be increased to ensure a safe and healthy environment.

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### Recreation League Hockey (not including PEMAA hockey group):

- Each team is permitted 10 players and 1 goalie maximum. Each ice rental is permitted two teams plus 2 officials and 1 timekeeper for a maximum of 25 users per ice rental – NO EXCEPTIONS.
- No coaches are permitted to be on the bench at any time.
- Two changerooms will be provided per group (12 users per change room) per rental. The officials will be provided with their own change room. Showers will NOT be available to use in any change room.
- Change rooms must be vacated within 15 minutes of the end of the ice rental – NO EXCEPTIONS.
- The league is permitted to submit a full league roster, with names and contact numbers for all participants, at the beginning of the season. Updated lists are only required to be submitted if additional users not identified on the original roster join the league. The league is not required to submit a player list each week.
- The league will be responsible for identifying a volunteer to manage the door during ice rentals. The person designated as the timekeeper is in an ideal location to manage this role.

### Pickup Hockey Leagues:

- Each team is permitted 11 players and 1 goalie maximum. Each ice rental is permitted two teams for a maximum of 24 users per ice rental – NO EXCEPTIONS.
- No coaches are permitted to be on the bench at any given time.
- Two changerooms will be provided per group (12 users per change room) per rental. Showers will NOT be available to use in any change room.
- Change rooms must be vacated within 15 minutes of the end of the ice rental time.
- A list with names and contact numbers for all participants must be submitted for each ice rental.

### Private Ice Rentals:

- A maximum of 25 people are permitted on the ice during any ice rental period – NO EXCEPTIONS.
- Each rental group will be provided with 2 change rooms per rental. Showers will NOT be available for use in any change room.
- Entry to the building will begin 15 minutes prior to the start of the ice rental hour. Doors will be closed and locked 5 minutes prior to the ice rental hour. Users arriving before or after this window will not be permitted in the building – NO EXCEPTIONS.
- Change rooms must be vacated within 15 minutes of the end of the ice rental time.
- A list with names and contact numbers for all participants must be submitted for each ice rental.

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### \*ARENA Phase ORANGE – Ontario Framework ORANGE\*

\*Phase ORANGE would permit ice rentals for sporting organizations operating under a governing body such as Skate Canada and Ontario Hockey Federation. Specifically, this would allow for facility use by Point Edward Figure Skating Club and Point Edward Minor Hockey ONLY.

\*The restrictions and rules of ARENA Phase GREEN would still apply, including no more than 25 participants on the ice at any given time, in addition to the following restriction on spectators:

- A parent or guardian is permitted to enter and remain in the arena during their child/dependant's ice rental for the purposes of supervising their child/dependant's during their activity. However, spectators are NOT permitted in the arena. For further clarity, a spectator is a person who is attending to watch the activity and is NOT a parent or guardian. Examples of spectators include an ice participants boyfriend/girlfriend, friend, younger sibling, etc.

### \*ARENA Phase RED – Ontario Framework RED\*

\*Phase RED would permit ice rentals for sporting organizations operating under a governing body such as Skate Canada and Ontario Hockey Federation. Specifically, this would allow for facility use by Point Edward Figure Skating Club and Point Edward Minor Hockey ONLY.

\*A maximum of **10 participants** are permitted on the ice during any ice rental period – NO EXCEPTIONS. The 10 participants does **NOT** include coaches, trainers or officials. Coaches, trainers and officials are permitted provided they can maintain a minimum distance of 2 metres from anyone else.

\*The following restrictions will apply during ARENA phase RED:

- For PEMAA, scrimmages and games are not permitted. Training and practices are permitted only.
- A parent or guardian is permitted to enter and remain in the arena during their child/dependant's ice rental for the purposes of supervising their child/dependant's during their activity. However, spectators are NOT permitted in the arena. For further clarity, a spectator is a person who is attending to watch the activity and is NOT a parent or guardian. Examples of spectators include an ice participants boyfriend/girlfriend, friend, younger sibling, etc. The parent/guardian does not count towards the 10 person participant maximum.
- One user group volunteer will be permitted in the facility per ice time to facilitate the live streaming of the participants.
- One board member from the user group will be permitted in the facility per ice time to assist with the group's adherence to the rules
- Participants are expected to come as dressed as possible for their activity to minimize the amount of time parents will need to be in the building. Older children that do not need assistance dressing are not required to arrive wearing equipment. See APPENDIX C.
- Change rooms will be assigned to each group and available 15 minutes prior to the scheduled ice time. Participants/parents are expected to obey the dressing room signage identifying spots on the bench for dressing. Maximum 12 participants per dressing room unless otherwise identified. Showers will be closed in all dressing rooms.

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- Change rooms are to be vacated 15 minutes after the ice time ends. There are **NO EXCEPTIONS**.
- One entrance/exit will be utilized for all participant arena access (main entrance at the east side of the arena). Volunteers from the user groups will be expected to assist arena staff with managing the door and people entering the facility.
- The doors to the arena will open 15 minutes prior to the scheduled ice time and close five minutes before the scheduled ice time. No participants will be permitted to enter once the doors are closed – **NO EXCEPTIONS**.
- After the scheduled ice time, participants will have 15 minutes to remove equipment and leave the building proceeding directly to their assigned pickup location. User group volunteers will be required to coordinate the exiting of young children. Parents/adults waiting outside of the entrance will be expected to maintain social distancing and not hinder through traffic near the entrance.
- The concession area will remain closed.
- The arena cleaning schedule will be increased to ensure a safe and healthy environment.

### **\*ARENA Phase GREY – Ontario Framework GREY\***

\*Phase GREY would require the arena to be shut down to the public. No on ice activities would be permitted during this phase.

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### Reopening Plan Guidelines

#### Parking Lot Use

The entrances to the parking lots will not be modified from their current state. Access is off Alexandra Avenue. To assist in facilitating with overlapping ice times the parking lot may be separated into two zones to provide safe social distancing areas for separate user groups using the ice in back-to-back ice times. It will also increase safety to small children leaving the arena after an ice time. The parking plan will be created in conjunction with the user groups.

#### Entrance Door

The east entrance, known as the main entrance, will continue to be utilized as the **only** access into and out of the arena. No other door into the building is permitted to be used for entry or exiting during ice rentals. In the event of an emergency all doors will be available for exiting.

The entrance foyer will be divided in two to allow for one group to enter and use the hallway and change rooms on the east side of the building (Zone A) and for another user group to enter and use the hallway and change rooms on the west side of the building (Zone B). This traffic flow control will help maintain social distancing between two overlapping user groups and allow arena staff to close and clean one side of the change rooms while the other side is in use.

Staggered ice times will ensure different user groups do not come in contact with each other in passing.

The user groups will be required to provide a volunteer to manage arena access for their group. The volunteer must:

1. Ensure that the arena door is not opening prior to 15 minutes before the ice time.
2. Ensure that the arena door is locked 5 minutes before the ice time. No one is to be allowed in the arena once the doors are locked. **NO EXCEPTIONS.**
3. Only participants/coaches/trainers that are listed on an approved roster are permitted in the facility. Also, one parent is allowed in the building per participant.
4. The door person will ensure that participants arriving at the arena are directed to the correct change room zone.
5. User groups will follow their policy for tracking names/numbers of those entering the facility for the purpose of contact tracing.
6. It is the responsibility of the user groups to ensure a screening tool is in place and utilized for every participant, every time they enter the building.

Hand sanitizing stations will be located throughout the facility. The user group volunteer managing the entrance must ensure that everyone sanitizes their hands before entering the building and face coverings must be worn.

#### Directional Signage/Posted Signage

Directional signage will be provided throughout the arena to ensure the safe flow of users throughout the facility. Everyone entering the arena is expected to follow the signage.



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Upon entry, groups will be directed to either the east side of the building or the west side of the building to access the change rooms assigned for that group. Follow the arrows to access the assigned area.

Signs will be posted throughout the facility to remind users of the distancing and masking rules in place.

### Entrance Time and Exit Time

Participants will be permitted to enter the arena 15 minutes prior to the hour of their rental. Anyone arriving earlier than 15 prior to the hour of rental must remain outside of the arena until the doors are unlocked.

Dressing rooms must be vacated within 15 minutes of leaving the ice surface – **NO EXCEPTIONS**. The user groups will be responsible for ensuring this time limit is followed.

### Change Rooms

Change rooms will be permitted to be used, starting in Phase 1. Two (2) change rooms will be allocated to each ice rental. The change rooms listed will all have a maximum capacity of 12 participants; change rooms #1, 4, 5, 6, 7, and 8. Change room #3 will be for use by female hockey participants. Change room #2 is reserved for on-ice officials.

Participants are expected to follow the signage and sit at the identified spots on the benches in the change rooms. These spots are minimum two meters (6 feet) from any adjacent spot. Exceeding the allowed occupant numbers in any change room will not be tolerated. Participants must stay in their assigned change room until the Olympia has left the ice surface.

Washrooms within the change rooms will be available for use. Showers will remain closed and blocked.

Coaches are expected to put on/take off skates in the hallway outside of their assigned change rooms. Chairs will be provided for this use.

A separate change room space will be provided for female hockey participants and identified for that use (change room #3)

### \*On Ice Participant Limits

The maximum permitted number of participants on the ice during any given practice/session is **25** for ARENA Phase GREEN and ORANGE and **10** for ARENA Phase RED. This includes players, coaches and referees.

Groups are expected to stay in their assigned change rooms until the Olympia has finished clearing the ice and the Olympia doors are closed. Participants are not permitted to access any areas of the arena other than the assigned change rooms and the ice surface.

The onus is on the user groups to ensure that on-ice limits are maintained. Not following the requirements of this guideline could result in losing the use of the arena.

### \*Facility Amenities

Concession and vending areas will be closed for ARENA Phase ORANGE, RED & GREY. Participants are permitted to bring food items for individual consumption (ie. granola bars, chocolate bars, etc.). No communal food will be permitted anywhere in the arena (ie. team pizzas, bake sales, potlucks, etc.).

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Public washrooms located in the concession lobby will be available for use. Please follow directional signage indicating an entrance door and an exit door from the washroom area.

Access to any area of the arena that is blocked to the public is strictly prohibited. Members of the public are permitted in the bleacher areas in ARENA Phase GREEN & ORANGE only. This areas are off limits in ARENA Phase RED. No gatherings of any type are permitted in the facility. Failure to follow this will result in the member of the public being banned from entering the facility – **NO EXCEPTIONS.**

All garbage must be placed in the provided waste receptacles. Leaving of garbage for facility staff to clean will not be tolerated.

The contactless water bottle station will **NOT** be available for use by participants. All participants must arrive at the facility with their own drinks for their session.

### Equipment Storage

Equipment storage areas provided for the Point Edward Figure Skating club and the Point Edward Minor Hockey association are the sole responsibility of the user group. Equipment rooms will not be cleaned or sanitized by facility staff. Access to these rooms by coaches will need to be coordinated with arena staff.

### Compliance

Contraventions of any facility rules will result in a written notice being sent to the organizer of the user group. Contraventions can be either observed directly by arena staff or through complaints from the public. Public complaints will be investigated to verify they are valid.

Upon the first offence, the organizer of the user group will receive a written warning outlining the infraction, the date and time of the infraction and the name of the person that committed the infraction if available. If the same offence is committed a second time by any user within that group a suspension from the facility will be issued. Suspensions and expulsions will apply to either the offending individual, team and/or the entire association depending on the severity of the contravention. (ie. not notifying the Village of Point Edward of a positive COVID case in an arena user is considered a high-severity infraction). If a same offence is committed a third time the user group may face expulsion from the arena.

Refunds will not be provided for groups that have been suspended or expelled and the group will be responsible to pay for ice time booked during the suspension and/or expulsion. Suspensions will last a minimum of one week.

### Cleaning

Facility staff will clean and sanitize dressing rooms after each use. Washrooms will be cleaned and sanitized twice daily. Player bench areas will be cleaned and sanitized after each use, including high-touch areas such as door handles, water bottle storage shelf and the top of the boards in front of the players bench.

Other high-touch areas in the arena, such as door handles and railings, will be cleaned and sanitized several times per day, depending on facility usage.

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User groups will be responsible to ensure all garbage is collected in the provided trash bins in dressing rooms. It is up to the user groups to ensure none of their participants are spitting or depositing any bodily fluids on any surface in the facility.

### \*Spectators

Spectators are permitted in the building during ARENA Phase GREEN & ORANGE. Each participant will be allowed one guest to assist with dressing and will be allowed to sit in the designated areas within the arena.

### Face Coverings

Face coverings are required in public places within the Village of Point Edward as mandated by by-law 31 of 2020. Users entering the facility are expected to have a mask on at all times while inside the facility. Face coverings are not required to be worn while participating in a sport or strenuous activity.

Generally for hockey players, the mask must be worn up until the point where the helmet is put on. After the ice time, the mask must be put on when the helmet is removed. For figure skaters the mask can be removed immediately prior to entering the ice surface and must be put back on after exiting the ice surface.

Coaches on the ice do not need to wear a mask but must wear a mask if they are on the bench.

### Conduct with Staff

All participants must ensure they maintain at least 2m distance when speaking to staff. There is a zero-tolerance policy for any mistreatment of staff. Any person that refuses to maintain distance or abuses staff in any way will receive an automatic suspension from the facility for a period of two weeks minimum.

### Reporting of Incidents – Injury or COVID-19

User groups are responsible for having and using incident reporting forms. These forms may be predefined incident forms provided by their respected associations. If there is a suspected case of COVID-19, the user group must contact Lambton Public Health as well as the facilities staff at the arena. The facility and the user group will follow the direction of Lambton Public Health.

### Waiver/Assumption of Risk

User groups may be required to have their members (or parent/guardian for underage users) complete a waiver assuming all risk while using the facility.

**We would like to remind our arena users that this policy was created with a focus on the health and safety of our staff and our users. We ask all our users to show compassion and patience during this unprecedented time and work collaboratively for the safe and enjoyable return to arena use.**



## Appendix A – Guidelines for User Group Door Access Volunteers

Village of Point Edward arena staff will be relying on the assistance of our user groups to ensure the reopening of the arena is a safe and enjoyable one for everyone. The increased protocols to ensure the health and safety of our staff and arena users also present some logistical problems with regards to the operation of the facility.

This arena reopening plan calls for the user groups to identify a door access volunteer for all ice times. This document will highlight the roles and responsibilities of the door access volunteer.

The volunteer(s) must:

1. The door to the arena is permitted to be open 15 minutes prior to the hour of the ice time.
2. Ensure that the arena door is locked 5 minutes prior to the hour of the ice time. No one is to be allowed in the arena once the doors are locked. **NO EXCEPTIONS.**

*If a group has booked the ice from 2:00 to 3:00, the door is permitted to be unlocked at 1:45 and must be locked again at 1:55. The door schedule is based on the hour of your rental and not when the ice is open to skate (ie. not 10 minutes after the hour to account for the flooding of the ice).*

3. It is recommended that the door volunteer leaves the lobby area once the doors are locked to avoid contact through the door from a participant that has arrived late.
4. Only participants/coaches/trainers that are listed on an approved roster are permitted in the facility as well as one parent/adult per participant. The parent/adult must come alone (ie. cannot have other children with them).
5. The door person will ensure that participants arriving at the arena are directed to the correct change room zone.
6. The door person will follow the user groups policy for tracking names/numbers of those entering the facility for the purpose of contact tracing.
7. The door person will ensure that every person entering the arena sanitizes their hands with the provided hand sanitizing station. No one is permitted into the facility without first sanitizing their hands.
8. The door person will ensure that face coverings are worn by anyone entering the facility, in accordance with the Village of Point Edward by-law 31 of 2020.
9. Door access volunteers will be shown door operation by arena staff prior to their services being utilized.



### \*Appendix B – Guidelines on Parent/Guardian Access

The current Point Edward Memorial Arena reopening plan addresses parent/guardian access to the arena with their child during ARENA Phase RED. The restrictions read:

- *No spectators allowed in the building – arena access will be restricted to participants and coaches/trainers only. Temporary access for one parent/adult per participant is permitted as per the next item.*
- *Each participant is permitted to bring one parent/adult to assist with putting on equipment. The parent/adult will be required to leave the building immediately after the participant is dressed.*

This amendment aims to provide clarification to the parent/guardian access restrictions during ARENA Phase RED.

**Parents/guardians (one per skater) are permitted to re-enter the arena to assist their child with removing their helmet/skates immediately after their ice time ends.**

For greater certainty, the parent/guardian can access the facility at the hour ending the ice time. For example, for a group skating from 5:00 to 6:00; a parent/guardian is permitted to enter and go directly to the change room of their child at **6:00**. No access is allowed until the ice time is ended. This is to ensure there is no risk of two ice groups crossing paths and the parents/guardians from the next ice group are required to be out of the building 5 minutes prior to the hour of the ice rental.

Please note the following:

- The parent/guardian must follow the mask requirement.
- The parent/guardian is to go directly to their child's change room. Accessing any other area of the arena is prohibited. Please apply hand sanitizer upon entering.
- Once the child has their equipment removed, the parent/guardian and child are to exit the arena immediately using the main entrance/exit.



### Appendix C – Guidelines on Arriving Dressed in Equipment

The current Point Edward Memorial Arena reopening plan addresses players arriving as dressed as possible for their ice time. The restrictions read:

- *Participants are expected to come as dressed as possible for their activity to minimize the amount of time parents will need to be in the building.*

This amendment aims to provide clarification regarding the requirement for players to arrive at the arena in partial/full dress.

The intent of this requirement is focused on ensuring that parents that are accompanying their younger children into the arena to assist them in dressing are able to do so within the 10 minutes allotted when the arena entrance doors are unlocked (15 minutes to the hours) then locked again (5 minutes to the hour). By minimizing the amount of equipment needed to be put on, it will reduce the amount of time the parent will need to be in the arena.

Goalies are also expected to come as dressed as possible, but it is not expected they come with their pads, chest protector, etc. already on. It is expected that goalies will take longer to get dressed but the parents must still be able to do so within the 10 minutes allotted, if a parent is required to assist.

In addition, players in older age group divisions that do not require parental assistance dressing are **NOT** required to arrive at the arena dressed. They are permitted to fully dress at the arena provided they can do so within the 15 minutes allotted when they are permitted to enter the arena.

Please note the following:

- Showers will not be available for use during any phase of the arena reopening.
- Players are asked to keep their equipment bags under their spot in the change room. Avoid touching other players equipment or having equipment/bag cross-contamination.