



TOWN OF GOLDEN ADMINISTRATIVE PROCEDURE

Pandemic Operational Protocols – Golden Arena

Effective Date: December 16 th , 2020	Authorized By: Corporate Policy 2020 COVID safety plan	Replaces: December 2, 2020 copy
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INTENT

The directives in this procedure have been developed to reduce the risk of virus transmission at Golden and District Arena. These specific protocols align in measure and definition with Corporate Policy 2020 *Covid19 Safety Plan* and shall be followed by all employees, renters of the space and their users/groups, and users of the facility for as long as that policy remains effective.

Risk Reduction Level Protocols

A. Elimination

- Before entering the Golden Arena, employees renters and users/groups should self-monitor for symptoms associated with COVID-19 by using the BC Health COVID-19 Symptom Self-Assessment Tool located here: <https://bc.thrive.health/> and answer the prompted questions, which include:
 - a. Are you experiencing symptoms consistent with COVID-19 (refer to the link above for the most up to date list of symptoms)?
 - b. In the past fourteen (14) days have you been outside of Canada or BC?
 - c. In the past fourteen (14) days did you provide or have close contact with a person with a confirmed case of COVID-19If the answer is 'yes' to any of the above questions, you should not enter the facility or participate in activities being held within.
- No more than 2 persons shall occupy the main office attached to the lobby.
- No more than 15 people shall occupy the main lobby area.
- Concession operations will remain closed until a COVID plan is presented by the contracted operator.
- Parking located on the back of the building (dressing room side) will remain closed for the season.
 - Access will be permitted for bus access for visiting Jr B teams), snow removal and emergency vehicles
- Main lobby public washrooms.
 - 5 people maximum in the ladies room
 - 5 people maximum in the men's room
 - 1 family unit maximum in the family / handicap washroom
 - No more than 50 people in the arena building at any point in time. Spectators are not permitted at this time. Any user/group who is not

on the ice is considered an official volunteer with the organization renting the ice. Only exception however, as per the Dec 4, 2020 PHO: “...unless the presence of a spectator is necessary in order to provide care to a child or youth”

- *Priority will be for users/groups who are in the building to use the ice.*
- Staff and key facility contractors are not associated with the 50 people
- Dressing rooms are open for groups that are part of a sport Cohort and have submitted an updated COVID plan to staff.
 - Masks must be worn in the dressing rooms at all times.
 - Cohort skaters may remove masks as they leave the room to walk to the ice surface.
 - It is recommended that players show up partially dressed and practice physical distancing while in the dressing rooms at all times.
 - User groups requesting to rent dressing rooms and office space must provide the Town with a COVID management procedure before use of this space will be granted. This includes the Figure Skating and Rockets dressing room
 - Capacity in the dressing rooms for groups that are not part of a sports cohort includes:
 - Dressing room #0: 2 person maximum capacity
 - Referee room: 2 person maximum capacity
 - Main dressing rooms #1-4: 6 people maximum per room
 - Dressing room #5: 8 people maximum capacity
 - All public must exit the building from the back doors of the facility.
 - Dressing room outside access only permitted in an emergency situation and for Junior B home games.
- Maximum 20 people in the arena lounge space.
 - No entrance into the main arena lobby from the lounge stairwell side doors
- Lounge washrooms
 - 2 people maximum in the ladies room
 - 2 people maximum in the men’s room
- No more than 2 people in the lounge serving space.
- No more than 6 people in the South Meeting room at the back / upstairs of building.
- No public access in the Zamboni Room, Staff room and Mechanical plant
 - All these rooms will not exceed 5 staff / contractors at any point in time
- Opening hours to the public shall will be determined based on rental inquires.
 - A minimum of 30 minutes down time will be scheduled between all rentals and public programs

B. Engineering Controls

1. A solid transparent barrier shall remain at the reception counter between the public and staff. Outside entrance and lobby signs shall be in place directing social distancing, staff interaction protocol, mask wearing, and other public restrictions.
2. As required, signs shall be in place in washrooms and congregational areas iterating social distancing and hygiene expectations for both staff and the public.
3. The latest COVID Safety Plan for Arena will be placed in front entryway bulletin board.

C. Administrative Controls

1. Professional custodial cleaning shall be undertaken once daily including basic cleaning and the sanitation of frequently touched surfaces including washroom door handles, counter surfaces, and door handles.
2. All staff, users/groups shall wash or sanitize their hands:
 - a. Upon entering the facility.
 - b. After being exposed to surfaces touched by others on a regular basis.
3. Applicable touch point surfaces shall be sanitized after each rental group uses the facility.
 - This cleaning will be conducted during the 30 minutes of down time between bookings

D. Personal Protective Equipment

1. Masks are mandatory in all spaces that are not considered part of the playing surface (field of play).
 - a. Includes lobby, public washrooms, dressing rooms, walkways around the ice surface, stairways and bleachers
2. Masks are mandatory for Family, Public and Parent & Tot Skates for anyone 12 years of age and older.
 - a. This excludes children under the age of 12 and people who are unable to wear a mask due to a health condition or a physical, cognitive or mental impairment, and people who are unable to put on or remove a mask without the assistance of another person.

E. COVID 19 Arena Use Procedures for Renters and User Groups

1. All ice times must be booked through the Town of Golden Recreation Coordinator at rec.booking@golden.ca.
2. All users groups will be required to complete the following:
 - An updated COVID operational and safety Plan that adheres to provincial guidelines, specifically the December 14th, 2020 PHO.
 - A rental agreement and required documents including comprehensive liability insurance prior to permitting use of the facility for organized activity.
3. COVID Ambassador
 - Each team/ice user group must provide a COVID Ambassador to lead the entrance protocols for the scheduled activity
 - Ambassadors cannot be the coach or any other on ice personelle
 - The organization booking the ice is responsible to provide the facility staff with an Ambassador schedule 2 weeks in advance
 - A name and phone number for each Ambassador
 - Ambassadors must be on site 20 min before the ice start time and will open the door for fellow team/group members and take a head count for all program participants and parent volunteers
 - Ambassador volunteers who have children participating in programs can assist their own child to put on skates / helmet in the lobby 20

min before the ice time and start door protocols 15 min before the ice time.

- Ambassadors must ensure social distancing rules are being implemented and measures are put in place to prevent the congregation of patrons inside/outside the building

4. Entrance:

- Participants should come dressed in full gear except skates and helmets.
- One parent (volunteer adult) per under 9 skater is permitted to come to the arena with the child (no siblings or other children).
 - This must not exceed 50 people in the building

5. Upon Building Entry:

- Hockey Players who are part of a cohort program will be provided with a dressing room
- Shower and washrooms in the dressing room are closed
- If the dressing room is crowded players are encouraged to use the lobby and players bench to put on skates
- Seats are to be used to tie skates, fasten helmet, and remove skate guards.
- For program users who use the lobby
 - Skate guards/street shoes will be carried to the player bench as the participants take the ice.

6. No spitting anywhere in the facility or on the ice.

7. Ice Entry:

- Participants must place water bottles on the top rail at bench.
- No shared water bottles

8. On-Ice Procedure:

- Must adhere to current Provincial Health Order, ViaSport Return to Sport guidelines and Provincial Sport Organization guidelines. No more than 25 people on the ice during Public/Family or Parent & Tot Skate

9. Exit Ice and Building Procedure:

- At the end of the session, participants must exit the ice on time so that the next group can start on time. Participants must exit the ice and leave the building from the back doors.
- Participants must leave within 15 minutes so the next group can enter the building. Groups will be responsible for ensuring participants leave the facility in the aforementioned timeframe.