



## TOWN OF GOLDEN ADMINISTRATIVE PROCEDURE

### Pandemic Operational Protocols – Golden Arena

Effective Date: August, 2020	Authorized By: Corporate Policy 2020 COVID safety plan	Replaces: New
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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 patrons, and users of the facility for as long as that policy remains effective.

### Risk Reduction Level Protocols

#### A. Elimination

1. Before entering the Golden Arena, employees renters and patrons 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 have you been in close contact with anyone who is symptomatic or has been diagnosed with COVID-19?
2. If the answer is 'yes' to any of the above questions, you should not enter the facility or participate in activities being held within.
3. No more than 2 persons shall occupy the main office attached to the lobby .
4. No more than 15 people shall occupy the main lobby area.
5. Concession operations will remain closed until a COVID plan is presented by the contracted operator.
6. Dressing rooms that are rented for exclusive used will remain closed until a COVID plan is presented by the groups renting the space.
7. Parking located on the back of the building (dressing room side) will remain closed for the season.
8. 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
9. Maximum 30 people will be permitted in the stands at once.
10. **Dressing rooms will be closed until further notice** with one room open for ice side washroom use. After the facility is open and operational, staff will re-visit dressing room use. Date is to be determined
- 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
  - 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 – 6 people maximum capacity
  - All public must exit the dressing rooms from the back doors
11. Maximum 20 people in the arena lounge space.
- No entrance into the main lobby from the side doors until further changes are issued by the health authority
12. Lounge washrooms
- 2 people maximum in the ladies room
  - 2 people maximum in the men's room
13. No more than 2 people in the lounge serving space.
14. No more than 6 people in the Meeting room at the back / upstairs of building.
15. No public access in the Zambonie Room, Staff room and Mechanical plant
- All these rooms will not exceed 5 staff / contractors at any point in time
16. Opening hours to the public shall will be determined based on rental inquires.
- A minimum of 30 minutes down time will be booked 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, and other public restrictions.
2. As required, signs shall be in place in washrooms and congregational areas reiterating social distancing and hygiene expectations for both staff and the public.

### **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, renters and patrons 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 up to 4 times per day.

### **D. Personal Protective Equipment**

1. Masks are mandatory in the lobby and all spaces that are not considered part of the playing surface.
  - a. Includes lobby, public washrooms, player benches, walkways around the ice surface, stairways and bleachers

### **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](mailto:rec.booking@golden.ca).
2. All users groups will be required to submit a COVID operational and safety plan that adheres to their PSO guidelines as well as completed a rental agreement and required documents including comprehensive liability insurance prior to permitting use of the facility for organized activity.
3. Entrance:
  - Participants must come dressed in full gear except skates and helmets. Players will be provided space in the lobby to put on skates and helmets.
  - There will be social distancing markers to line up at the door.
  - One parent /adult per skater is permitted to come to the arena with the child (no siblings or other children).
4. Upon Building Entry:
  - Players will go to the marked seating locations in the foyer.
  - Seats are to be used to tie skates, fasten helmet, and remove skate guards.
  - Skate guards/street shoes will be carried to the player bench as the participants take the ice.
5. No spitting anywhere in the facility or on the ice.
6. Ice Entry:
  - Participants must place water bottles on the top rail at bench, markers will be provided.
  - No shared water bottles

7. On-Ice Procedure:
  - For hockey there is a maximum of 25 participants.
  
8. 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.
  
9. Safety Protocol:
  - Each team/group will have a COVID ambassador at the front door to supervise the group and ensure that unauthorized individuals do not enter the arena. Please note that sanitization of the arena spaces will only occur periodically.

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**Chief Administrative Officer**