



# Howick Community Center Reopening Plan

September 2021

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## Introduction

The Howick Community Center (HCC) is a large multi-use facility designed to host a variety of activities at one time. The building has multiple entry points allowing patrons to enter and exit each area of operation separately. Due to current regulations set forth by the government of Ontario to screen for vaccination certificates before entry, we will only be using Entrance A and Entrance B for entry into the facility in order to screen all patrons upon entry. The three main areas of operation at the facility includes an ice pad, auditorium and library/meeting room.

All organizations planning to use space at the HCC must establish a common understanding with Recreation staff of how the space will be used safely and how they will screen patrons for Covid vaccination certificates and screen for Covid 19 symptoms and ensure physical distancing measures are in place.

Email and/or telephone registrations and online payment will be available for all recreational programming and facility rentals. Facility access will be limited to those with authorization to enter each area of operation based on registration or appointments. Clear signage will ensure physical distancing as patrons move throughout the facility (Appendix C).

Failure to follow conditions of use, directional signage and arrows, commands from staff on duty or appropriate physical distancing practises will result in patrons being asked to leave without refund.

## Facility Layout

### Entrances and Exits

Designated entry and exit points will be assigned and communicated to all patrons based on where their rental or recreational program is taking place. The chart below demonstrates the existing points of entry and which areas of operation they currently support (Appendix B).

<b>Point of Entry</b>	<b>Area of Operation</b>
<b>Entrance A</b>	Ice Pad Users/Spectators in (Pod A) Library
<b>Entrance B</b>	Auditorium
<b>Exit Points</b>	<b>Area of Operation or Pod</b>
<b>Exit A</b>	Library Room
<b>Exit B</b>	Auditorium Users
<b>Exit C</b>	Ice Pad Users & Spectators (Pod A)
<b>Exit D</b>	Ice Pad Users & Spectators (Pod B)

## Room Capacities

In accordance with Reopening Ontario current restrictions, events and recreational activities are allowed to take place at 50% capacity, with spectators permitted at a maximum capacity of 50% or 1,000 people (whichever is less). Capacities for each area of operation have been determined based on total square feet per room and fifty-four square feet per patron to ensure adequate physical distancing. Ingress and egress of each space will also be controlled to avoid overcrowding.

The chart below demonstrates these capacities. It is important to note that while these are the capacity limits set forth in the Reopening Ontario Road Map in stage three, at the advice of Huron Perth Health Unit Howick will be instating further capacity limits as a precautionary measure to ensure a separation restriction of 2 meters apart unless the designated renter can provide staff with a detailed plan on how they can maintain adequate distance separation (e.g.) a seating arrangement floor plan for the auditorium or library room or stands.

Location	Square Feet	Capacity@ 50%	Capacity Limits
<b>Auditorium</b>	3600	176	66
<b>Library room</b>	322	15	6
<b>Ice Pad</b>	14400	703	266
<b>Ice Pad Stands + Perimeter</b>	1360	66	25

## Staff

Personal protective equipment (PPE) (masks, gloves, eye protection) will be provided to staff at the beginning of every shift. All staff will be trained on the appropriate use of PPE which must be worn while cleaning/sanitizing, assisting with patron control or whenever physical distancing is not possible.

All staff will be trained by supervisor on patron control throughout the facility as well as modified behaviour guidelines for physical distancing. All patrons will be expected to follow the direction of staff on duty.

## Cleaning and Sanitizing

All public areas will be cleaned and sanitized daily following all public health guidelines and industry best practises. All high touch surfaces such as door handles, railings, sink faucets and toilet flush handles will be sanitized regularly throughout each day. Programming spaces, washrooms and equipment will be cleaned and sanitized before and after each program or rental.

Hand sanitizer stations will be set up at all entry points as well as throughout the facility and all patrons will be expected to use these on a regular basis.

## Health Screening

The following must be true for any patron entering the HCC:

1. Successfully passes pre-screening for no signs of COVID-19 at:  
<https://covid-19.ontario.ca/screening/customer/>

This questionnaire is a mandatory component of all rentals and program registrations. The organization or individual renter assumes the risk and liability and is responsible for ensuring that active screening of all patrons under their rental is completed before entry into the facility. The Township reserves the right to perform additional screening prior to patrons being granted access.

2. Provincial vaccination requirements and/or Health Unit vaccination requirements and/or Township of Howick vaccination requirements including up to full vaccination for those eligible to be vaccinated (except for those with proof of medical exemption).

The organization or individual renter will be responsible for ensuring proof of vaccination or exemption and contact tracing of all patrons during rentals. The organization or individual renter assumes the risk and liability and is responsible for ensuring of proof of vaccination or exemption of all patrons under their rental is completed before entry into the facility. The Township reserves the right to perform additional screening prior to patrons being granted access.

## Liability Waiver

All patrons must agree to the following before entering the HCC.

I acknowledge the contagious nature of the Coronavirus (COVID-19) and voluntarily assume the risk that my dependants and I may be exposed to or infected by COVID-19 by entering the HCC.

I understand that the risk of becoming exposed to or infected by COVID-19 at the HCC may result from the actions, omissions or negligence of myself or others, including but not limited to, Township of Howick employees and program participants.

I acknowledge that many public health authorities are still recommending the practice of social distancing.

I acknowledge that I have received 2 vaccinations for Covid-19 at least 14 days prior to entering this facility or I am exempt due to age to enter the facility (12 and under are exempt due to age and those under 18 year of age are exempt to enter so long as they are here to participate in a sporting event and are not a spectator) and/or have a medical exemption that I have provided to the screeners at the entrance of the facility. I further acknowledge that that the documentation that I have provided as either proof of vaccination or exemption is not fraudulent in nature.

I voluntarily seek services provided by the Township of Howick and agree to comply with all additional preventative measures and procedures put in place by the Township of Howick to stop the spread of COVID-19.

I hereby release and agree to hold the Township of Howick harmless from and waive on behalf of myself, my heirs and any personal representatives any and all causes of action, claims, demands, damages, costs, expenses and compensation for damage or loss to myself and/or property that may be caused by any act or failure to act of the Township or that may otherwise arise in any way in connection with any services received from the Township of Howick.

I understand that this release discharges the Township of Howick from any liability or claim that I, my heirs or any personal representatives may have against the Township with respect to any bodily injury, illness, death, medical treatment or property damage that may arise from or in connection to any services received from the Township of Howick.

This waiver is a mandatory component of all facility rentals and program registrations.

### Face Coverings

All patrons entering the HCC will be required to wear face coverings whenever moving throughout the facility for their recreational program or private rental. Spectators must wear face coverings while viewing the ice pad from the stands and the designated lobby viewing areas. Face coverings can be removed by participants when they put their helmet on and/or enter the ice surface or sporting area.

### Unruly Behavior

The O.P.P. may be called by staff to assist with the removal of any individual who displays unruly behavior including harassment, violence, attempt of violence, or the threat of violence toward Township staff or other patrons of the facility. Staff will ask the individual to leave the property but will not engage in any physical removal.

### Ice Pad Strategy

The HCC will open the ice pad for programming to commence on or after October 4<sup>th</sup>, 2021.

The dressing rooms will be assigned to each renter prior to entering the facility. Each ice user group will be assigned a dressing room and will remain in the same dressing room for the duration of their rental. To limit down time on the ice, two dressing room will be cleaned and sanitized while the others are in use.

A time buffer will not be scheduled between each ice rental. The lobby, auditorium and stands may be sectioned off to promote co-horts.

Regardless of the number of people in the arena at a given time, physically distancing is required.

### Conditions of Use

1. Groups are responsible for following established health and safety protocols including physical distancing guidelines, guidelines established by the Township of Howick and their leagues governing body.
2. Anyone entering the facility is required to wear a face covering. Players can remove face coverings before entering the ice pad.
3. Attendance and proof of vaccination where applicable (players, coaches, spectators) must be taken by the user group at each rental. This information must be available to the Township of Howick upon request in the event of an outbreak. In the case of Township run programming, staff will be responsible for attendance and proof of vaccination.
4. Participants are encouraged to arrive fully dressed and are asked to carry in skates, stick, helmet and water bottle only. Goalies are permitted to bring a bag with their equipment.
5. Participants are encouraged to use their own equipment. Any shared equipment must be sanitized between uses.
6. If required, nets will be placed on the ice before each rental. Nets are not to be moved during participation.
7. Participants should practice proper hand hygiene techniques often. Proper respiratory etiquette should always be followed (spitting is prohibited).
9. Dressing rooms will be available, capacity and time will be limited, and showers will be available.

### Spectators

We ask that all teams limit spectators to two per participant. Spectators must maintain a physical distance of 2m from each other and must wear face coverings while in attendance. Spectators will not be permitted to come and go from the facility during the hour of ice.

### Patron Control

Patrons entering the HCC are expected to follow all signage posted outside and inside the facility. Participants are asked to arrive no more than 20 minutes before their scheduled ice time and to leave within 20 minutes of the conclusion of their ice time. Participants and spectators will be granted access to the facility by a Township of Howick employee.

**It is expected that a representative from each group be stationed at Door A to meet participants as they arrive at the facility. This gate keeper will confirm that Proof of Vaccination or exemption and screening has been completed as well as take names and phone numbers for contact tracing. The group cannot allow members into the facility until they are operating this registration table so it is imperative that those individuals arrive early.**

Participants and spectators shall enter the facility through entrance A. Players can make their way to the dressing rooms according to the signage inside the doors.

Participants are asked to pick a designated chair within a dressing room or physically distanced along their assigned hallway to put skates on. Once off the ice, participants should choose the same chair for taking their skates off.

The chart below demonstrates hallway, dressing room and players' bench capacities based on fifty-four square feet per participant.

<b>Pod A</b>	
Hallway	9
Dressing Room 1-2	8 each
<b>Total</b>	<b>25</b>
<b>Pod B</b>	
Hallway	9
Dressing Room 3	8
Dressing Room 4	9
<b>Total</b>	<b>26</b>
<b>Players Benches</b>	4 each

Participants assigned to a dressing room are asked to use the washroom in dressing room only.

Spectators are asked to use the washrooms in the assigned dressing rooms aswell.

The concession booth will remain closed. The use of water fountains will be prohibited except to fill water bottles.

Players and spectators of each pod should exit the facility through the assigned pod door.



### Auditorium Strategy

Telephone or email registrations and online payment will be available for all recreational programming and facility rentals.

There will be at least 15 minutes of down time scheduled between each rental in order to ensure staff have enough time to clean and sanitize all surfaces between user groups.

### Conditions of Use

1. Groups are responsible for following established health and safety protocols including physical distancing guidelines, guidelines established by the Township of Howick and their governing body.
2. All patrons entering the HCC will be required to wear face coverings whenever moving throughout the facility or the specific room reserved for their recreational program or private rental.
3. Users hosting events at facilities must do so by pre-registration and/or ticket sales. Tickets cannot be available at the door. The capacity of the event hall must not exceed capacity limits at that given time for the space and/or type of event
4. Food and drink are permitted so long as established health and safety protocols from the local Health Unit are met. A safety plan may be required for Health Units review and approval.
5. A record of attendance and proof of vaccination where applicable (including volunteers, entertainment, caterers, etc.) must be taken by the user at each rental. This information must be available to the Township of Howick upon request in the event of an outbreak. In the case of Township run programming, staff will be responsible for attendance.

### Patron Control

Patrons entering the HCC are expected to follow all signage posted outside and inside the facility. Patrons are asked to arrive no more than 10 minutes before their scheduled rental and to leave within 10 minutes of the conclusion of their rental. Patrons will be granted access to the facility by a Township of Howick employee.

Patrons using the auditorium should enter Door A and exit the facility through Door B. Patrons will not be permitted to come and go from the facility during their rental. Patrons are asked to use the washrooms in the auditorium.

**It is expected that a representative from each group be stationed at Door A to meet participants as they arrive at the facility. This gate keeper will confirm that Proof of Vaccination or exemption and screening has been completed as well as take names and phone numbers for contact tracing. The group cannot allow members into the facility until they are operating this registration table so it is imperative that those individuals arrive early.**

### **Library Room Strategy**

Telephone or email registrations and online payment will be available for all recreational programming and facility rentals.

There will be at least 15 minutes of down time scheduled between each rental in order to ensure staff have enough time to clean and sanitize all surfaces between user groups.

A maximum of six participants are allowed entry for any event at the library/meeting room.

### **Conditions of Use**

1. Groups are responsible for following established health and safety protocols including physical distancing guidelines, guidelines established by the Township of Howick and their governing body.
2. All patrons entering the HCC will be required to wear face coverings whenever moving throughout the facility or the specific room reserved for their recreational program or private rental.
3. Users hosting events at facilities must do so by pre-registration and/or ticket sales. Tickets cannot be available at the door. The capacity of the event hall must not exceed capacity limits at that given time for the space and/or type of event
4. Food and drink are permitted so long as established health and safety protocols from the local Health Unit are met. A safety plan may be required for Health Unit review and approval.
5. A record of attendance and proof of vaccination where applicable (including volunteers, entertainment, caterers, etc.) must be taken by the user at each rental. This information must be available to the Township of Howick upon request in the event of an outbreak. In the case of Township run programming, staff will be responsible for attendance.

### Patron Control

Patrons entering the HCC are expected to follow all signage posted outside and inside the facility. Patrons are asked to arrive no more than 10 minutes before their scheduled rental and to leave within 10 minutes of the conclusion of their rental. Patrons will be granted access to the facility by a Township of Howick employee.

Patrons using the library room should enter and exit the facility through entrance A. Patrons will not be permitted to come and go from the facility during their rental. Patrons are asked to use the washrooms within entrance way lobby.

**It is expected that a representative from each group be stationed at Door A to meet participants as they arrive at the facility. This gate keeper will confirm that Proof of Vaccination or exemption and screening has been completed as well as take names and phone numbers for contact tracing. The group cannot allow members into the facility until they are operating this registration table so it is imperative that those individuals arrive early.**

## Appendices

### Appendix A: Return to Operation Template



#### Return to Operation Template

**Organization Name:**

**Contact Name:**

**Telephone:**

**Email Address:**

**Date Submitted:**

**Date Approved:**

**Approved By:**

#### Physical Distancing

Outline the directives your organization is going to implement to ensure physical distancing during your program, meetings or events:

#### Cleaning and Sanitizing

Outline the directives your organization is going to implement to ensure cleaning and sanitizing during your program, meetings or events:

#### Public Health Directives

Outline the directives your organization is going to implement to ensure Public Health directives are followed during your program, meetings or events:

### Return to Operation Specific to your Organization

Outline the directives your organization is going to implement specific to your respective Provincial and/or National Return to Play or Return to Operation Guidelines:

### Proposed Signage

Outline any proposed signage that your organization will require:

### Personal Protective Equipment PPE

Outline the Personal Protective Equipment (PPE) that will be utilized by your organization for their operation and when will it be utilized:

### Interaction with Township Staff

Outline any interaction required with Township staff outside of normal support (i.e. room setup, answer questions, event assistance):

### Resources Included

Please provide a copy of any guideline documents provided by your respective Provincial or National organizations. Highlight the guidelines that your organization is implementing and/or include in the respective sections on this template.

### Other

Outline any other directives your organization will implement to mitigate COVID-19 transmission:

### Clarification and Questions

Operations Manager Brady Nolan email at [publicworks@howick.ca](mailto:publicworks@howick.ca)

Recreation Facilities Supervisor Brady Ropp email at [recreation@howick.ca](mailto:recreation@howick.ca)

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## Appendix C: Signage

**HELP REDUCE THE SPREAD OF COVID-19**

**TAKE STEPS TO REDUCE THE SPREAD OF THE CORONAVIRUS DISEASE (COVID-19):**

- Follow the advice of your local public health authority
- Wash your hands often with soap and water for at least 20 seconds
- Use an alcohol-based hand sanitizer containing at least 60% alcohol if soap and water are not available
- Try not to touch your eyes, nose or mouth
- Avoid close contact with people who are sick and practice physical distancing
- Cough and sneeze into your sleeve and not your hands
- Stay home as much as possible and if you need to leave the house practice physical distancing (approximately 2 m)

**SYMPTOMS**

Symptoms of COVID-19 can:

- Take up to 14 days to appear after exposure to the virus
- Be very mild or more serious
- Vary from person to person

**IF YOU HAVE SYMPTOMS**

- Isolate at home to avoid spreading illness to others.
- Avoid visits with older adults, or those with medical conditions. They are at higher risk of developing serious illness.
- Call ahead before you visit a health care professional or call your local public health authority
- If your symptoms get worse, contact your health care provider or public health authority right away and follow their instructions.

**FOR INFORMATION ON COVID-19:**  
1-833-784-4397 | [canada.ca/coronavirus](https://canada.ca/coronavirus)

Canada




# Wear a mask.

This is our policy as required by the Medical Officer of Health.

Not everyone can wear a mask.  
You do not need proof of exemption.

**Let's be kind to each other.**

  
www.hp-ph.ca/masks

**Attention Visitors** 


If you have at least one of the following symptoms: fever and/or new onset of cough or difficulty breathing

**OR**

At least two of the following symptoms:


- chills
- muscle aches
- fatigue
- headache
- sore throat
- nasal congestion
- lost sense of taste or smell
- digestive issues (nausea/vomiting, diarrhea, stomach pain) or,
- For young children and infants: sluggishness or lack of appetite


**please delay your visit AND contact your health care provider, or Telehealth Ontario (1-866-797-0000)**

Ontario 

# Practice physical distancing.

# Stay 2 metres from other people.





**Wear a face covering when physical distancing is a challenge.**

**Do:**



Wear a non-medical face covering like a cloth mask.



Wash your hands before putting it on and immediately after taking it off.



Make sure it fits well and covers your nose and mouth.



Change your face covering when it gets slightly wet or dirty.



Wash your face covering in hot water with detergent after each use.



Dispose of single-use face coverings into a lined garbage bin and wash your hands.

**Do not:**



Do not wear a medical-grade mask as these should be reserved for our health care workers.



Do not share face coverings with others.



Do not touch or move your face covering when wearing it.



Do not place on children under the age of two years or on anyone who can't take it off on their own.



Do not use plastic or other materials that you can't breathe through as a face covering.



Do not re-use face coverings that cannot be cleaned.

**It is recommended you wear a face covering when physical distancing is a challenge. Stop the spread of COVID-19.**

The best way to protect yourself is to continue to stay home as much as possible, wash your hands thoroughly and often, and stay 2 metres apart from others.

Visit [ontario.ca/coronavirus](https://ontario.ca/coronavirus)

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Ontario



**REDUCE THE SPREAD OF COVID-19.  
WASH YOUR HANDS.**



1

Wet hands with warm water



2

Apply soap



3

For at least 20 seconds, make sure to wash:



4

Rinse well



5

Dry hands well with paper towel



6

Turn off tap using paper towel



palm and back of each hand



between fingers



under nails



thumbs

1-833-784-4397

[canada.ca/coronavirus](https://canada.ca/coronavirus)

[phac.info.aspc@canada.ca](mailto:phac.info.aspc@canada.ca)

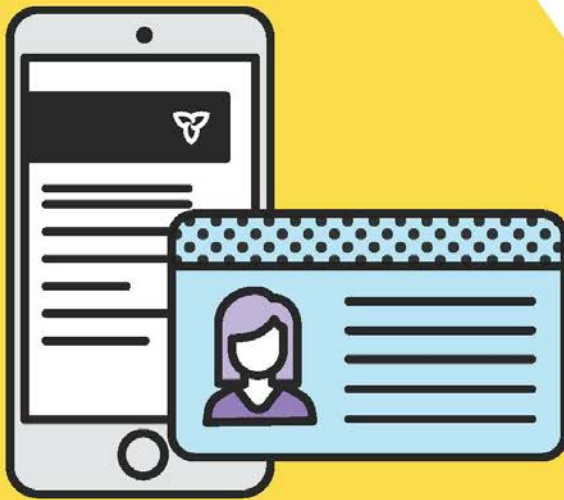


Public Health  
Agence de la santé



Agence de la santé  
publique du Canada

Canada





**To enter this setting  
you are required to  
show:**

-  **Proof that you are  
fully vaccinated  
against COVID-19**
-  **Personal  
identification**

**As of September 22<sup>nd</sup>**, Ontario requires  
proof of vaccination to access select  
settings.

**Download or print** your vaccination  
receipt at [ontario.ca/proofofvaccination](https://ontario.ca/proofofvaccination).

**For questions,**  
call: 1-833-943-3900  
(TTY 1-866-797-0007).  
Help is available 7 days a week  
from 8am to 8pm in more than  
300 languages.

**Let's all help to protect the  
health and safety of Ontarians.**



Download or print your vaccination receipt  
at [ontario.ca/proofofvaccination](https://ontario.ca/proofofvaccination)

**Ontario** 

## Appendix D: Entry and Exit Points

