



# Return to Play

## Parks, Recreation and Culture

---

As we welcome the public back to the Central Park Arena, the safety of our staff and users is a top priority. The following **Return to Play** procedure has been developed in accordance with standards and directives set by the Simcoe Muskoka District Health Unit and the Ontario government. It consists of three parts:

### **Part 1: COVID-19 Recreation Facility User Safety Plan**

The COVID-19 Recreation Facility User Safety Plan must be completed by the individual in whose name the rental agreement stands (for the ice rental), using the Form provided by the Town of Collingwood (see **Schedule "A"**). This individual is responsible for preparing a User Safety Plan, for review and subsequent approval by Town of Collingwood Recreation Facilities Manager or designate and for ensuring adherence to the approved Plan. Copies of the User Safety Plan Form is available online [through the Town's website](#) or as a [fillable PDF](#). The online form is automatically distributed to Town staff upon submission, while the fillable PDF must be emailed to Darin Potts, [dpotts@collingwood.ca](mailto:dpotts@collingwood.ca). Hard copies of the form are also available upon request to ensure AODA compliance.

### **Part 2: Terms and Conditions**

The [Terms and Conditions document](#) must be signed by the individual in whose name the rental agreement stands. The signed Terms and Conditions document is to be sent to each participant referenced by the rental contract holder to ensure that all users possess a clear understanding of Terms and Conditions of the rental agreement and corresponding Safety Plan. A signed copy of the rental agreement must be sent by e-mail to Darin Potts, [dpotts@collingwood.ca](mailto:dpotts@collingwood.ca), by the rental agreement holder.

### **Part 3: Participant Log / Visitor Screening Form**

The 3<sup>rd</sup> Party COVID-19 Terms of Reference form is required to be completed by the contract holder, *as well as the person whose name is on the rental agreement must provide a list of participants*. This participant list will be submitted to the Town in an envelope provided with the name, date, and time of rental.

Copies of the Visitor Screening Form are available online and can be completed prior to arriving at the facility.



## SCHEDULE "A" - COVID-19 Recreation Facility User Safety Plan

The following form is for you to provide your plan for how users in your group will be kept safe during the COVID-19 Pandemic. It is the responsibility of the holder of the rental contract to comply with all rules with respect to the use of a recreation facility set out by the Province of Ontario relating to COVID-19.

I, (USER) \_\_\_\_\_, recognize that the Central Park Arena has a maximum capacity of 25 users (including instructors) at one time per the Regulation of the Province of Ontario. I agree to and acknowledge the additional COVID-19 Conditions of Use and my responsibility as the contract holder to share and abide by those conditions.

1. Refer to the Simcoe Muskoka District Health Unit Considerations for Recreational Activities During COVID-19 and Town of Collingwood COVID-19 Conditions of Use and Screening Form. 2. Discuss and share relevant details of your plan with the Town so that our staff are aware of what to expect from your group. You are expected to file a copy of this plan with Darin Potts at [dpotts@collingwood.ca](mailto:dpotts@collingwood.ca) a minimum of 24 hours prior to your rental **or ice time will be cancelled**. 3. The COVID-19 pandemic is ever-evolving. This plan may require review and changes.

The following plan is intended to assist renters to develop a COVID-19 Safety Plan with respect to the use of a Town owned/operated facility for recreation purposes. The person responsible for the safety plan may reference any relevant safety or return to play manuals. Please attach the safety plans when submitting this form.

User Name (First/Last):	
Type of group:	
Address:	
Telephone Number:	
E-mail Address:	
Date:	
User Signature:	

***Disclaimer: This is considered a minimum safety standard and the Town of Collingwood does not guarantee the safety of all participants and will not be held liable if injury or illness occurs.***



**1. Physical Distancing: What will be done to ensure physical distancing guidelines are maintained?**

*Consider: Communication to groups, splitting groups into smaller groups, types of drills, etc.*

**2. Personal Hygiene: How will you ensure required hygiene standards are maintained?**

*Consider: Increased hand washing, hygiene protocols and practices, availability of hand sanitizer, etc.*



**3. Training and Education: How will you ensure all your participants and/or employees know how to keep themselves and others safe from exposure to COVID-19?**

*Consider: Staff training, distribution of material prior to arrival, including the Town of Collingwood COVID-19 Conditions of Use.*

**4. Response Planning: How will you respond to an exposure or suspected exposure to COVID-19 within your group?**

*Consider: Tracking participants, contacting Public Health, pre-screening, etc.*

***Compliance: Failure to follow the rules and conditions of use will result in immediate removal of a participant from a program and will result in the cancellation of the ice contract between the user and the Town of Collingwood. Refunds will not be provided to the contract holder.***



## SCHEDULE "B" - COVID-19 RECREATION FACILITY CONDITIONS OF USE (ICE RENTALS)

*\*THESE CONDITIONS ARE IN ADDITION TO THE CONDITIONS OF USE LISTED WITHIN THE FACILITY USE AGREEMENT\**

Upon arriving at the building, patrons will be asked to wait outside in a line with 2m/6 ft. distancing markers. Once the entire group has arrived, they will then be greeted by a Facility staff member who will ask them for their completed COVID-19 Session Participation Tracking form (if not already completed in advance a form will be made available). This form will include the following questions to be answered by all patrons. Anyone who is eligible to enter the building will be required to wear a mask while they move through the facility, governing rules of the affiliate association will apply during their participation in their activity. Masks will not be supplied by the municipality. The following questions will be asked of everyone looking to gain entry into the facility.

1. Do you have any of the following new or worsening symptoms or signs?
  - a) New or worsening cough       Yes  No
  - b) Shortness of breath             Yes  No
  - c) Sore throat                         Yes  No
  - d) Runny nose, sneezing or nasal congestion (in absence of underlying reasons for symptoms such as seasonal allergies and post nasal drip)  Yes  No
  - e) Hoarse voice                         Yes  No
  - f) Difficulty swallowing             Yes  No
  - g) New smell or taste disorder(s)       Yes  No
  - h) Nausea/vomiting, diarrhea, abdominal pain  Yes  No
  - i) Unexplained fatigue/malaise       Yes  No
  - j) Chills                                 Yes  No
  - k) Headache                             Yes  No
2. Have you travelled outside of Canada or had close contact with anyone that has travelled outside of Canada in the past 14 days?       Yes  No
3. Do you have a fever?       Yes  No
4. Have you had close contact with anyone with respiratory illness or a confirmed or probable case of COVID-19?       Yes  No

\*\* Those who answer **YES** to any question or refuse to answer or chose not to wear a mask, will be denied access to the building, and will be asked to follow section 8 of this guide.



- Access is not permitted to anyone presenting the following symptoms:
  - Fever
  - Cough
  - Difficulty breathing
  - Muscle aches
  - Fatigue
  - Headache
  - Sore throat
  - Runny nose
  - Diarrhea
- Arrive no earlier than 15 minutes prior to rental.
- It is the rental agreement holder's responsibility to meet their participants at the door and enter the building together. The rental agreement holder is required to submit the names of each individual participating in their rental. This list will be placed in the drop box provided before entering the ice surface.
- All facility users must follow physical distancing guidelines at all times while in the facility. Face coverings are required by all people entering the facility per order of public health. Face coverings are not required to be worn on the ice.
- Amateur and recreational sports leagues may resume skills and development training at this time.
- Users must arrive fully dressed. Users are permitted to use designated chairs for skates, helmet and gloves. Please arrive wearing as much equipment as possible (use of skate guards is strongly encouraged). Washrooms will be available.
- Maximum of 25 people including instructors on the ice at any time.
- The rental agreement holder is required to share all conditions of use with each participant beforehand so the expectations of each person entering the facility is made clear.
- Absolutely no sharing of food or drinks – each person is required to have individual water bottles properly labelled. These bottles must be spaced 2 meters apart and be properly sanitized after each practice.
- Spitting and blowing the nose without a tissue is prohibited.
- No loitering, must vacate facility immediately following rental removing only skates, helmet and gloves.
- Sharing of items is prohibited. Practice good hygiene (avoid touching your face and cover your cough or sneeze).
- Wash your hands frequently with soap and water. Use an alcohol-based sanitizer if soap and water are not available. Each rental agreement holder must identify the person on ice who is responsible for coaching the session in accordance with the requirements.



- There will be no public access to the upstairs viewing area.
- Spectators are not permitted. Each participant under the age of 18 is allowed one person to assist them in tying their skates but then must immediately vacate the facility.
- Each rental agreement holder is to provide their own first aid kit to provide first aid if/when required.
- Helmets are mandatory for all users.
- All equipment/training aids brought onto the ice must be cleaned/disinfected after each use.
- Each group must submit a completed covid safety plan and submit to registration and permit coordinator (darin potts at dpotts@collingwood.ca) no later than 24-hours prior to rental.
- Access to benches is available. The user must provide details in their safety plan to ensure physical distancing is maintained.

<b>AUTHORIZED SIGNATURE:</b>	<b>DATE:</b>

**LEGAL: BY SIGNING THIS, I ACKNOWLEDGE THAT I UNDERSTAND THAT I TAKE RESPONSIBILITY FOR MY GROUP AND WILL ENSURE THAT ALL MEMBERS ADHERE TO THE REQUIREMENTS LISTED ABOVE.**

**FAILURE TO COMPLY WILL RESULT IN CANCELLATION OF THE ICE RENTAL AGREEMENT.**



## SCHEDULE "C" - COVID-19 SESSION PARTICIPANT LOG

All participants/coaches/instructors are expected to complete Health Screening prior to each participation in on-ice activity. The expectation is that a tracking sheet must exist for each on-ice session to facilitate contact tracing in the event of a COVID-19 exposure. This list is to be kept by the individual in whose name the rental agreement stands. The [COVID-19 Health Screening](#) may be completed verbally. By indicating YES in the chart below, you confirm that the participant passed the Health Screening.

<b>Session Location:</b>		
<b>Ice Pad:</b>		
<b>Date / Time:</b>		
<b>Name of everyone included in the session (please list all coaches, instructors and participants)</b>	<b>Contact Information (E-mail or Telephone #)</b>	<b>Health Screening Pass (Y/N)</b>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		
25.		

