

COVID-19 OPERATIONAL PLAN



Town of Florenceville-Bristol Northern Carleton Civic Centre

October 2021

INTRODUCTION

The Town of Florenceville-Bristol (Town) will continue to follow the Provincial State of Emergency, the Provincial Recovery Plan, and the guidance and direction of the Office of the Chief Medical Officer of Health (CMOH) as its recreation facilities are opened during the COVID-19 pandemic.

The current plan for the Northern Carleton Civic Centre (NCCC) will allow some activity to return. A screening process is required for the arena now that we are back to full. When entering the NCCC, proof of full vaccination is required, masks are mandatory & patrons are required to maintain physical distancing of 3 feet or 1 metre, unless exempted as per CMOH guidelines. Traffic flow and disinfecting measures will be implemented. The Town will limit access to areas of the facility either due to the inability to ensure physical distancing, as per the Provincial Order, or to manage the facility with limited resources in response to COVID-19.

This Operational Plan will follow the Provincial State of Emergency, the Provincial Recovery Plan, and the guidance and direction of the Office of the CMOH.

OFF ICE MEASURES

General Traffic Flow

The front entrance will be clearly marked for access into the facility for players & patrons. The side door (Players Entrance) will be locked at all times. The sole exit will be at the front doors of the NCCC. Once players enter the building, they are asked to travel downstairs using the stairwell by the canteen. When leaving, players are asked to come up the opposite stairwell by the upstairs women's washroom.

Each team/group will be responsible for managing all off-ice movement and activity within the facility.

Dressing Rooms

Players are encouraged to come to the arena dressed in gear and use staging area or designated dressing room to complete getting dressed. User groups will have access to a dressing room (20 minutes prior to their ice time) to get dressed but must wear a mask and maintain a 3 feet/1 m distance while inside the room. Town staff will sanitize each dressing room after each use.

Signage

Signage will be posted throughout the facility to emphasize to patrons, participants, and staff the importance of:

- Frequent handwashing
- Proper hygiene practices
- Physical distancing
- Respiratory etiquette
- Hand sanitizer
- Do not touch and hands in pocket

Spacing between User Groups

Users are to arrive no more than twenty (20) minutes before scheduled ice time and must leave within twenty (20) minutes after their ice session.

While on the premises of the NCCC, masks are required & are encouraged to maintain physical distancing.

If groups wish to hold dryland training before or after their booking, it must take place outside of the facility.

All users will be required to enter and exit the facility via the designated entry and exit.

Coaches and leaders will design practices and activities to minimize the amount of contact during their bookings.

Food and beverages

Food can be consumed in the lobby area or at your seat in the bleacher section. Masks are required at all times in lobby area with the exception of consumption of food and beverage.

No external food is to be brought into the facility. Personal drinking containers with lids are allowed but are not to be shared. A beverage machine in the arena will be available to patrons.

Storage

Carleton Minor Hockey Association (CMHA) and Carleton North High School (CNHS) may use the designated storage rooms in the arena for association uses and will be responsible for sanitizing the room, its contents, and managing access. All exercise or drill equipment shall be sanitized before and after each use. This will be the responsibility of the user.

No other storage in the arena will be permitted.

Guardians/Patrons

Parents/Guardians MUST be fully vaccinated with proof of vaccination to enter the facility. Once inside, parents/guardians are also encouraged to maintain physical distancing of 3 feet or 1 meter during practice times.

Any siblings required to be at the facility must always be accompanied by and under strict supervision of an adult. Proof of full vaccination is also required for any siblings 12 years and older. Mask use is required by all parents/guardians/siblings while in the facility.

Spitting

There is no spitting permitted anywhere in the arena.

Facility Cleaning and Sanitizing

- All staff will have access to cleaning and disinfection products and personal protective equipment (PPE)
- Garbage containers will be available for disposing trash, tissues and any PPE which may otherwise become a public hazard
- Hand sanitizer stations will be located throughout the NCCC
- Frequent cleaning and disinfecting of high touch point surfaces such as interior and exterior door handles and railings will be completed by the Town, at least twice daily

- Benches, ice rink gate handles, and the announcer booth will be sanitized between each user group, unless any of these areas are not used in between user groups

Hand Washing Facilities

Handwashing and sanitizing stations will be available for patrons in the public washrooms & various locations throughout the building.

Community Face Masks

Community face masks will be required by all patrons & are encouraged to maintain physical distancing of a minimum of 3 feet or 1 meter.

Employee Interactions

Within the facility, physical distancing is encouraged between employees and the public.

Disrespect towards any Town staff member will not be tolerated.

Patron Screening

Patrons entering the facility will document time and contact information through a screening process form provided by the Town, *Appendix B*. It will be the responsibility of the group renting the ice to collect the necessary COVID-19 information (i.e., proof of full vaccination, etc.) and supply this information in a list to the Town when requested. Any patron/participant showing COVID-19 symptoms shall not enter the NCCC and should immediately return home and call 811.

User groups are required to present the above list of participants in advance to help staff verify proof of vaccination upon entry. This above list should still include any exempt participants (medical or age of 11 and under).

Any patron refusing to give contact information will not be permitted to enter the NCCC.

Any disrespect towards the volunteer, as well as violation or refusal to co-operate will result in the RCMP being contacted.

ON ICE MEASURES

The current Provincial Mandatory Order allows sports to be played when done in compliance with the CMOH guidelines. It is recognized that when sports are played that 2 metres may not always be maintained between participants. As per the requirements of the CMOH, a risk mitigation plan must be developed by the group on the ice. Exemptions to physical distancing requirements are as per the Provincial Order. All measures being taken are done so following as per the requirement of Provincial Recreation COVID-19 guidelines.

ICE BOOKINGS

All user groups must be in compliance with the most recent requirements outlined by the Province of New Brunswick and their respective Provincial Sport Organization.

Prior to accepting any new bookings, user groups must not have any outstanding fees owing on their account. Cancellations made on behalf of the team/association as a result of COVID-19 will be deemed non-refundable.

Non-compliance with any of the requirements within this document will result in user groups being asked to leave the facility, forfeiting their future ice times and bookings will be deemed non-refundable.

ILLNESSES OR SYMPTOMS WITH BOTH STAFF AND PATRONS/PARTICIPANTS

Patron/Participant - Should a patron/participant develop symptoms during their time at the NCCC, they must leave the NCCC immediately, contact 811 and follow their direction as recommended by the Office of the CMOH for the Province of New Brunswick. Should they be tested and found positive for COVID-19, we will follow the communication protocols given by public health, and notify all ice users, and user groups.

Staff – If a Staff member develops symptoms of COVID-19, they will leave the NCCC and immediately contact their Supervisor, Director or Chief Administrative Officer. The affected employee will be required to contact 811 as recommended by the Office of the CMOH for the Province of New Brunswick. Additional measures provided by the Town’s Human Resources Department will be followed.

Regional Public Health will be involved to manage any instances or outbreak and ensure contacts are identified; public health measures are in place and will lead any communication that is required.

Closure of the Arena

A closure may be directed by the Office of the CMOH if there is a COVID-19 outbreak, a change in the Provincial Mandatory Order, or in any other case as directed by the Office of the CMOH.

User groups may lose access to the NCCC if they do not follow this Operational Plan.

Acknowledgement of Town’s Operational Plan

User groups will be provided a copy of the Town of Florenceville-Bristol Arena COVID-19 Operational Plan. It is the responsibility of the individual renting the ice times to disseminate the information to all of their users and that they clearly understand the protocols in place and what to expect before arriving at the facility. Individual ice rental users must also abide by the facility operational plan.

Arena Offices

Only one visiting patron will be allowed in an office at a time. All visitors must sanitize hands as they enter the office.

Walking Track

The walking track will be available Monday to Friday, 8:00am-4:00pm. All walkers must sign in and out of the facility. All walkers are encouraged keep a physical distance of 2 metres or 6 feet, or, 1 metre or 3 feet if wearing a mask.

Attachments:

Appendix A – Notice on Collection of Contact Information Under NB Mandatory Order COVID-19

Appendix B – Collection Form

Appendix C – Log Form

Appendix D – Mandatory Order COVID-19 Disclosure

Appendix E - Town's default Traffic Flow Plan. User group's plan can be used in its place.