

COVID-19 Operational Plan

Last Update: October 19, 2020



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PREAMBLE

At the onset of the COVID-19 pandemic, the Pitt Meadows Arena Complex was instructed by the Office of the Chief Medical Officer of Health for the Province of British Columbia and the City of Pitt Meadows to close the facility on March 16, 2020 to the public until further notice. These instructions have been adhered to and a Phased Re-Opening Plan has been created to document all protocols and guidelines for patrons and staff to adhere to. This document has been created by Scott Mosby, General Manager of the Pitt Meadows Arena Complex. The plan will be constantly monitored by all facility Managers with the General Manager having final authority to revise. It is of paramount importance when re-opening to mitigate both potential exposure to the COVID-19 virus and liability to the facility.

COVID-19

“The novel coronavirus (SARS-CoV-2), also known as COVID-19 is highly transmissible via respiratory droplets. As of May 1, 2020, there are 30,104 confirmed cases of SARS-CoV-2 in Canada, 1531 (5%) are in persons less than 19 years of age. Twenty-two persons (1%) have been admitted to hospital, and two (<1%) have been admitted to the ICU nationally, without any fatalities.¹ Complimentary data from the United States shows that of 2,572 children with confirmed COVID-19, the mortality was 0.1%.

There is evidence that physical activity, in the form of organized sport, is beneficial for the physical health, cognitive function, and mental health.” (West Vancouver Minor Hockey Association, "Restarting Minor Hockey during the COVID-19 Pandemic, May 7, 2020)

RE-OPENING

Pitt Meadows Arena Complex will allow a soft opening which will allow for some activity to return to the facility. In partnership with the City of Pitt Meadows, BCRPA, ViaSport guidelines, Local Sports Organizations and recommendations from the Provincial Health Office (PHO) we will adhere to the limit of persons allowed in the facility for each activity. Moving forward we will also follow these directions and will loosen the protocols as permitted.

PMAC will adhere to the gathering guidelines set out by PHO.

While on the premises of **PITT MEADOWS ARENA COMPLEX**, a minimum of 6 feet/2 metres social distancing is to be maintained between participants, event staff and employees, outside the field of play.

F&B will remain closed to program participants and spectators. Food & Beverage service will be evaluated on an ongoing basis and will only operate when it is deemed to be safe to do so for both staff and guests.

No food & beverage is to be brought into the facility. Personal (filled at home) water bottles for participation in activity will be exempt. Water fill stations are not accessible.

Face Masks will be required in all areas outside the field of play as of October 12th, 2020.

No Spectators permitted as of October 16th, 2020.

Off-ice warm-ups will not be permitted inside the facility.

The lobby area will be restricted to flow through traffic only.

Dressing Rooms are available for use & marked for social distancing.

Dressing Room toilets and sinks will be accessible. Showers are not available for use.

Designated Washrooms will be open but limited to one person at a time.

Ice rinks start and finish times will be staggered to ensure event traffic only.

Timing and frequency for floods will be determined by NRI management group in consultation with user groups.

ICE HOCKEY / RINGETTE RECOMMENDATIONS

GOVERNED SPORTS

Youth LSO's to follow PSO guidelines along with Nustadia Recreation Inc's Operational Plan.

PERMISSABLE EVENT STAFF:

Team 1/Home Team

3 Coaches Max

1 HCSP

1 Team Manager

3 Dressing Room Volunteers

1 Timekeeper & 1 Scorekeeper (Games Only)

3 Officials Maximum (Games Only)

Team 2/Visiting Team

3 Coaches Max

1 HCSP

1 Team Manager

3 Dressing Room Volunteers

LSO's are responsible for ensuring that all Event Staff are certified as per governing PSO.

PRIVATE USERS

Field of Play numbers shall not exceed the limit of 22 athletes in total. Maximum 3 coaches per team.

PERMISSIBLE EVENT STAFF:

5 Off Ice Volunteers

3 Officials Maximum (Games Only)

1 Timekeeper & 1 Scorekeeper (Games Only)

Permissible Event Staff must meet terms of Users Covid-19 Safety Plan.

FIGURE SKATING / RECREATIONAL SKATING RECOMMENDATIONS

GOVERNED SPORTS

Youth LSO's follow PSO guidelines along with Nustadia Recreation Inc's Operational Plan.

PERMISSIBLE EVENT STAFF:

5 Off Ice Volunteers

LSO's are responsible for ensuring that all Event Staff are certified as per governing PSO.

PRIVATE USERS

On ice numbers shall not exceed the limit of 22 athletes and 3 coaches/officials. Max 25 skaters on ice.

PERMISSIBLE EVENT STAFF:

5 Off Ice Volunteers

Permissible Event Staff must meet terms of Users Covid-19 Safety Plan.

There will be no leisure / recreational / public skating ice slots until further notice.

PITT MEADOWS ARENA COMPLEX WILL CONTINUE TO EMPLOY THE FOLLOWING SANITIZATION PRACTICES

- While on the premises of **PITT MEADOWS ARENA COMPLEX**, a minimum of 6 feet/2 metres social distancing is to be maintained between participants, event staff and employees, outside the field of play.
- Frequent cleaning and disinfecting of all commonly touched surfaces such as interior and exterior door handles, railings, and ice rink gate handles.
- Common areas (Lobby, stairs, mezzanine, counters, etc.) and washrooms (faucets, hand-dryers, counters, urinals and toilets) to be cleaned, sanitized and recorded on a regular basis throughout the day.
- Sanitizing staging areas and dressing rooms (if used) between each user group.
- Signage will be posted throughout the facility to emphasize to Guests & Staff the importance of frequent handwashing and proper hygiene practices.
- Floor markings, decals and signage will be used where necessary to indicate physical distancing, directional foot traffic, no entry zones and other restrictions pertinent to reopening.
- Handwashing and sanitizing stations will be available in designated areas.
- **PITT MEADOWS ARENA COMPLEX** will journalize and document
 - a. Any employee symptoms of illness
 - b. Regular, daily, hourly and 'as needed' cleaning and disinfecting within the facility

SANITATION PRACTICE FOR REMOVAL OF BODILY FLUIDS

- Employees will always wear disposable gloves and mask to protect themselves when cleaning blood or bodily fluids.
- Access to the area should be restricted.
- Disposable absorbents will be used to soak up the blood/liquid.
- All visibly soiled surfaces should be cleaned before disinfection.
- The surface must be disinfected with the appropriate solution and be allowed to dry naturally.
- After cleaning, employees must promptly disinfect mops and any other cleaning equipment; otherwise, any potential virus may be spread to other areas.
- Workers must remove any protective equipment and wash their hands before returning to work.

BOOKING PROCESS

Due to operating limited rentable spaces, we may not be able to meet your need for ice / space. We will work with your group to find what is feasible with less ice times possible.

- Ice / rental contracts will be provided once rental times are agreed to.
- User groups will have to provide proof of insurance (where applicable) prior to participating in any activity at the Pitt Meadows Arena Complex.
- User groups will sign the agreed to contract, and payment in full for your ice time will be required upon agreement. At this time, we will only take payments by credit card, debit card or cheque, no cash payments permitted.
- User groups will be provided a copy of the **PITT MEADOWS ARENA COMPLEX COVID-19 Operational Plan** and signed that they have read and agreed to the 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.

ANY GROUPS USING THE FACILITY MUST HAVE AN OPERATIONAL ACTION PLAN IN PLACE PRIOR TO BOOKING ANY ICE TIME AND BEING ALLOWED USE OF THE FACILITY. INDIVIDUAL ICE RENTAL USERS MUST ABIDE BY THE FACILITY OPERATIONAL PLAN AND GUIDELINES.

ALL PARTICIPANTS, COACHES AND GUARDIANS WILL BE REQUIRED TO ABIDE BY THE FOLLOWING PROCEDURES AND GUIDELINES

- While on the premises of **PITT MEADOWS ARENA COMPLEX**, a minimum of 6 feet/2 metres social distancing is to be maintained between participants, event staff and employees, outside the field of play.
- As of October 12th 2020, Face Masks will be required in all spaces outside the field of play.
- As of October 16th, 2020, as mandated by BCRPA, Spectators will no longer be permitted in the building.
- Participants are asked to wait in vehicles until scheduled entry time.
- User groups will only be permitted in the building **ONCE PREVIOUS GROUP HAS VACATED AND/OR** no earlier than 15 minutes prior to their activity/ice time and must exit within 10 minutes after their session. There will be no early admittance to the facility.
- Participants will be directed to all exit and entrances of the facility. There will be signage directing participants to and from their designated ice surface to control the flow of patrons.
- Participants are highly recommended to come to the facility dressed with the majority of their equipment and ready for their activity.
- Off-ice warm-ups will not be permitted inside the facility.
- Participants will all use their own water bottles – absolutely no sharing! Please fill at home.
- No spitting!
- Dressing Room Showers will not be in use.
- The Lobby Area will be restricted to flow through traffic only.
- Designated Washrooms will be open but limited to one person at a time to ensure social distancing & sanitization protocols are in place.
- Frequent hand washing by patrons is recommended.
- **MOST IMPORTANTLY ...** If a participant, parent, guardian, or coach have recently travelled outside the country and have not cleared 14 days of self-quarantine or if a participant, parent, guardian, or coach are experiencing any COVID-19 symptoms or have had close contact with someone who has COVID-19 like symptoms, **DO NOT PARTICPATE OR ENTER THE FACILITY.**

EMPLOYEE SCREENING

In effort to screen employees prior to entering the facility we will implement a passive screening process that requires all employees to fill a questionnaire prior to the start of their shift. This process will follow Provincial work safe guidelines.

We will also follow City of Pitt Meadows guidelines on safe work practices where applicable and work with the City of Pitt Meadows Health and Safety officer as well any local, Joint Health and Safety Committee

ILLNESSES OR SYMPTOMS WITH BOTH STAFF AND EVENT STAFF/PARTICIPANTS

Event Staff / Participant – Should any event staff / participant develop symptoms during their time in the facility, they will be given a disposal face mask to wear and the staff interacting with them will wear one as well. The individual will be asked to leave the facility immediately and instructed to contact 811 as soon as they get home as recommended by the Office of the Chief Medical Officer of Health for the Province of British Columbia. Should they be tested and found positive for COVID-19, we will follow the communication protocols listed below.

Staff – If a Staff member develops symptoms of COVID-19 they will be asked to immediately put on their community face mask and go to the designated health area. From there a Manager will advise them to go home, contact 811 and log the information, following their recommendations. Should they be recommended for testing and found positive, we will follow the communication protocols listed below.

One confirmed case of COVID-19 (Individual who tests positive for the virus causing COVID-19); **OR Two or more suspect cases of COVID-19 may lead to facility closure.**

Suspect Case:

- An individual that has 2 or more of the following symptoms:
 - fever or signs of fever,
 - new cough or worsening chronic cough,
 - runny nose,
 - headache,
 - sore throat,
 - new onset of fatigue,
 - new onset of muscle pain,
 - diarrhea or
 - loss of taste or smell; or
- An individual displaying purple fingers or toes even as the only symptom.

The facility cannot reopen until advised by Public Health. Regional Public Health will be involved to manage the outbreak and ensure contacts are identified; public health measures are in place and will lead any communication that is required.

COMMUNICATION PROTOCOLS

Should there be a single confirmed case or two suspected cases of COVID-19 of staff and/or event staff/participants, we will immediately contact Public Health as well as Senior Management for Nustadia Recreation Inc. and partner members of the Facility Management Review Team.

We will notify The City of Pitt Meadows of any suspected or confirmed cases.

Our protocol will be that if anyone at the facility is diagnosed with COVID that we will notify and follow any/all recommendations from Public Health at that time. We will also make initial contact with the User group by email as they are responsible for releasing their contact tracing information to us and ask for them to confirm receipt of email. For those who do not confirm receipt we will follow up by phone. Facility Management must follow the direction of Public Health who may complete this process.

STAFF CONTACTS

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It's important to understand that this is not “business as usual”. We are venturing into a “new normal” with these procedures. Our goal is to create a safe and healthy environment for staff and users by making the necessary adjustments to help limit the risk of exposure to COVID-19. We are confident that by adhering to the above noted policies and procedures, while continuing to work with ViaSport, the Provincial Health Office and the City of Pitt Meadows that we can safely remain open and operate the **PITT MEADOWS ARENA COMPLEX.**

Submitted by:

Scott Mosby
General Manager
Pitt Meadows Arena Complex