

**CORPORATION OF THE TOWNSHIP  
OF SOUTH ALGONQUIN**

<b>SUBJECT:</b>	FACILITY USER PROTOCOLS FOR COVID-19			
<b>TYPE:</b>	HEALTH AND SAFETY		<b>POLICY NO. HS-010-00</b>	
<b>DATE:</b> August 18, 2020	<b>REVIEW DATE:</b>	<b>FREQUENCY:</b> As Required	<b>REL. BY-LAW:</b> 20-	<b>PAGE #:</b>
<b>Revisions</b>				

**I. Overview:**

The health, safety and well-being of our staff, facility users and community are of the utmost importance. Community centres support a wide range of local activity including both public and private functions. The communal nature makes them places that are vulnerable to the spread of coronavirus (COVID-19).

**II. Policy Brief & Purpose:**

This policy includes measures we are actively taking to mitigate the spread of the COVID-19 virus. All facility users are asked to follow the measures outlined and use their best judgement to ensure a healthy and safe space when using Township facilities.

**III. Scope:**

This policy applies to all staff, volunteers and users of our facilities.

**CORE PRINCIPLES TO SAFELY REOPEN FACILITIES**

- Users and staff will follow COVID-19 related recommendations issued by Renfrew County and District Health Unit (RCDHU), which can be found at <https://www.rcdhu.com/>.
- To help decide which actions to take prior to approving a permitted activity, a **COVID-19 assessment should be completed by those requesting the use**, taking account of the core guidance on physically distancing and the points set out below; a simplified set of questions has been provided to help users consider the required aspects of managing a group within one of the facilities.

- Users of a facility have responsibility for managing risks arising from their own activities when they have control of premises and should understand protection measures relevant to their activity.

## **SOCIAL DISTANCING AND CAPACITY**

- Measures should be in place to ensure all users of facilities follow the guidelines on distancing, including of 2 metres or 1 metre with risk mitigation (where 2 metres is not viable).
  - The size and circumstance of the premises will determine the maximum number of people that can be accommodated while also facilitating social distancing. In defining the number of people that can reasonably follow 2 metres distancing (or 1 metre with risk mitigation), the total floorspace as well as likely pinch points and busy areas should be taken into account (e.g. entrances, exits) and where possible alternative or one-way routes introduced.
  - Guidance provided by provincial government should be adhered to when available (for example indoor gatherings of less than 50 people and outdoor of less than 100 are permitted at the time of writing this policy but is likely to change in the future).
  - Mask/face covering and a COVID-19 screening information page will be posted at the entrances to the facilities, users should re-confirm that they are present at all entrances and make participants as aware as possible of this information, (Attachment 1).
  - Renters should consider what changes might be needed to ensure safe use of the building including:
  - **Making use of multiple exit and entry points:** to introduce a one-way flow in and out of the premises, with appropriate floor markings or signage. Any changes to entrances, exits and queues should take into account the need to make reasonable adjustments for those who need them, such as people with disabilities.
  - **Managing the arrival and departure times** of different groups so as to reduce the pressure at exits and entrances.
  - **Queue management:** the flow of groups in and out of the premises should be carefully controlled to reduce the risk of congestion. It may be necessary to introduce socially distanced queuing systems.
  - The RCDHU COVID-19 Directive for Masks/Face Coverings should be followed in Township facilities and has been added to this policy as Attachment 2.
  - Additional signage including wayfinding information can be found on the RCDHU website.
  - Equipment must be cleaned and disinfected between user sets or at the end of a game.
  - If the kitchen facility is being used all dishes must be washed, dried and put away. All food must be removed from the kitchen including any food in refrigerators. Food left will be thrown away.
  - Clean hands often using soap and water, or alcohol based (70%) hand sanitizer.
  - Users are required to leave the facility immediately after their facility rental.
  - All users are required to sanitize their hands when entering the facility, sanitizers are available at entrances.
  - Stay home if you are sick.
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- **SCREENING:**

- Screening questions will be posted at the entrance to facilities; users shall not enter if they answer yes to any of the screening questions.
- Users will provide administration staff with a session participant list that will include when the user entered and left the facility.
- The Questionnaire and Participant Tracking list can be emailed or a photo texted to administration staff following use of the facility.
- If you have recently returned from out of the country, you are to remain home for 14 calendar days and return to our facility only if you are fully asymptomatic. You will also be asked not to come into physical contact with any other staff members or facility users during this time.
- If you have been in close contact with someone infected by COVID-19, with high chances of being infected yourself, please consider the safety of your community and stay at home. You will also be asked not to come into physical contact with any other staff members or facility users during this time.
- If you have a positive COVID-19 diagnosis, you can return to our facility *only after* you have fully recovered, with a doctor's note confirming your recovery.

### **Staff Protocols**

- Staff commit to taking all protective measures.
- Staff will follow the direction provided by the RCDHU.
- Commonly touched surfaces will be cleaned after each facility rental.
- Staff will stay home if feeling ill.

### **EVALUATION**

COVID 19 has presented all of us with challenges we have never seen before. This policy will be monitored and changed according to Provincial and Federal Government guidelines and RCDHU. We will adjust any of the above policies as restrictions lessen and the changes are manageable.

Attachments;

1. Mask/face covering and a COVID-19 screening information page.
  2. The RCDHU COVID-19 Directive for Masks/Face Coverings should be followed in Township facilities and has been added to this policy as Appendix A.
  3. Risk Assessment Questionnaire.
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# COVID-19

Do you have any of the following?



Fever



Cough



Difficulty breathing



Sore throat, trouble swallowing



Runny nose



Loss of taste or smell



Not feeling well



Nausea, vomiting, diarrhea



Have you been in close contact with someone who is sick or has confirmed COVID-19 in the past 14 days?



Have you returned from travel outside Canada in the past 14 days?



**If you answered YES to any of these questions, go home and self-isolate right away.** To find out if you require COVID-19 testing contact:

- Your health care provider OR
- Renfrew County Virtual Triage and Assessment Centre at 1-844-727-6404 OR
- Renfrew County and District Health Unit at 613-735-8654

**Renfrew County and District Health Unit**

*"Optimal Health for All in Renfrew County and District"*

[www.rcdhu.com](http://www.rcdhu.com)



# **ATTENTION**

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**Please wear a  
MASK or FACE COVERING  
in this facility**



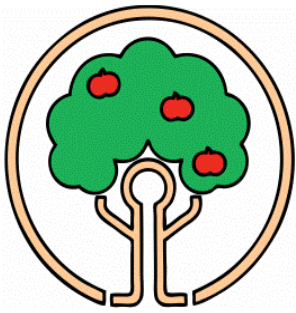
**This includes cloth and disposable  
masks, bandanas, scarves**

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**Exemptions include people who cannot wear a mask for  
medical reasons, children under two years old, or those  
who are unable to remove the face covering without  
assistance. Proof of exemption is not required.**



**Renfrew County and District Health Unit**  
*"Optimal Health for All in Renfrew County and District"*



# Renfrew County and District Health Unit

## COVID-19 Directive for Masks/Face Coverings

### Background

This directive for masks/face coverings will remind employers of their responsibilities under the *Emergency Management and Civil Protection Act (EMCPA)* and related Regulations. It includes public health expectations per EMCPA and is written to continue to support a successful and safe implementation of the provincial [government's Framework for Reopening our Province](#). It is for any persons responsible for a business or organization that is permitted to open per *EMCPA Ontario Regulation 263/20 – Stage 2 Closures*, to highlight your responsibilities.

Increasing scientific evidence indicates that the widespread use of masks/face coverings by all persons decreases spread of respiratory droplets, and expert opinion supports the widespread use of face coverings to decrease transmission of COVID-19. Masks/face coverings are recommended because they:

- keep our respiratory droplets to ourselves and help to prevent the spread of the virus to others;
- provide a non-invasive, inexpensive way to reduce the spread of COVID-19; and
- act as a visual reminder to others to remain vigilant and stay physically distant from others.

**“Enclosed Public Space”** means indoor public spaces accessed by the public.

**These include the following, but are not limited to:**

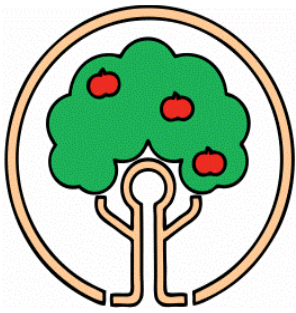
- restaurants, cafés, cafeterias, banquet halls;
- retail establishments and shopping malls;
- churches, mosques, synagogues, temples, or other places of worship;
- libraries, museums, art galleries, recreational facilities, bingo halls, community centres and halls, cinemas, theatres, concert venues, special event venues, convention centers, or other similar entertainment, cultural, or leisure facilities;
- sports facilities, sports clubs, gyms, yoga studios, dance studios, and stadiums;
- common areas of hotels, motels, or short-term rental premises such as lobbies, elevators, meeting rooms, rest rooms, laundry rooms, gyms, and kitchens;
- public and private transportation including taxis and rideshare services;
- common areas of premises under the control of a regulated health professional under the *Regulated Health Professions Act, 1991, S.O. 1991, c. 18, as amended*, such as waiting rooms;
- common areas of hospitals and independent health facilities such as lobbies, food courts and retail establishments;
- spas, hair salons, barbers, nail salons, and other personal service settings that are subject to health and safety protocols provided by the Province of Ontario during the provincial emergency;
- and municipal public spaces.

**The following are NOT considered an “Enclosed Public Space”:**

- Spaces subject to provincial and/or local public health guidance:

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# Renfrew County and District Health Unit

## COVID-19 Directive for Masks/Face Coverings

- Schools under the *Education Act, R.S.O. 1990, c. E.2*, as amended
- Childcare centres and providers governed by the *Child Care and Early Years Act, 2014, S.O. 2014, c. 11*, as amended
- Day camps
- Offices not open to the public including professional offices where clients receive services by appointment only (e.g. lawyer, accountant).

### Mask Definition

“**Mask**” means a cloth (non-medical) mask, medical mask or other face coverings (e.g. a bandana, scarf or cloth), for filtering respiratory droplets that securely covers the nose, mouth and chin and is in contact with the surrounding face without gapping.

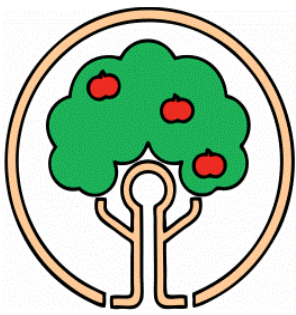
With the right to reopen businesses and public settings in our communities, comes the critical responsibility to do so in a COVID-safe way. Much of the responsibility and opportunity for a successful reopening in our region lies in your hands. The decisions you take as you reopen will determine the course of the pandemic in our area and the public health actions necessary to control spread.

A number of [workplace resources](#) are available on RCDHU's website including a number of sector specific guidelines.

### Who is exempt from wearing a mask/face covering?

A person shall be **exempt** from wearing a face covering on the premises if:

1. The person is a child under the age of two years; or a child under the age of 5 years either chronologically or developmentally and he or she refuses to wear a face covering and cannot be persuaded to do so by their caregiver;
2. The person is incapacitated and unable to remove their mask/face covering without assistance under the *Accessibility for Ontarians with Disabilities Act (AODA)* or who have protections under the *Ontario Human Rights Code, R.S.O 1990, c.H.19*, as amended;
3. Wearing a mask/face covering would inhibit the person's ability to breathe in any way;
4. For any other medical reason, the person cannot safely wear a mask/face covering such as, but not limited to, respiratory disease, cognitive difficulties or difficulties in hearing or processing information. **No medical documentation is required for a medical exemption, and operators should take a person's word in good faith.**
5. For any religious reason, the person cannot wear a mask/face covering, or cannot cover the face.



# Renfrew County and District Health Unit

## COVID-19 Directive for Masks/Face Coverings

6. A person who is employed by or is an agent of the operator of an enclosed public space and:
  - Is in an area of the premises that is not designated for public access or,
  - Is within or behind a physical barrier (e.g., plexiglass)

### What are my responsibilities?

As a business or organization that is permitted to open per EMCPA *Ontario Regulation 263/20 – Stage 2 Closures* your responsibilities for **general compliance** per provincial legislation include:

4. (1) The person responsible for a business or organization that is open shall ensure that the business or organization operates in accordance with all applicable laws, including the *Occupational Health and Safety Act* and the regulations made under it.

(2) The person responsible for a business or organization that is open shall operate the business or organization in **compliance** with the advice, recommendations and **instructions of public health officials**, including any advice, recommendations or instructions on physical distancing, cleaning or disinfecting.

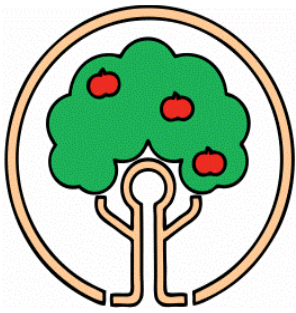
(3) The person responsible for a business that is open to the public, or an organization responsible for a facility that is open to the public, shall ensure that the place of business or facility is operated to enable members of the public in the place of business or facility to, to the fullest extent possible, **maintain a physical distance of at least two metres from other persons.** (Ontario Regulation 263/20).

### Directive from RCDHU Medical Officer of Health Regarding Enclosed Public Spaces

The following are instructions, pursuant to O. Reg 263/20 s.4(2) (or as current), to all operators responsible for businesses or organizations within Renfrew County and District Health Unit's service area:

1. To the fullest extent possible, ensure effective measures are in place to maintain physical distancing amongst all employees and clients.
2. Unless the nature of work requires the use of a medical mask, to the fullest extent possible, ensure all individuals wear a mask/face covering (for example, a homemade cloth mask, bandana, or scarf).
3. Implement screening practices for employees and members of the public, including requiring those who are ill to stay home and be advised to be tested for COVID-19.
4. Promote excellent hygiene practices including hand hygiene, and cough and sneeze etiquette (for details refer to the drop-down menu titled *How can you protect yourself and your family?* On [RCDHU's website](#)).





# Renfrew County and District Health Unit

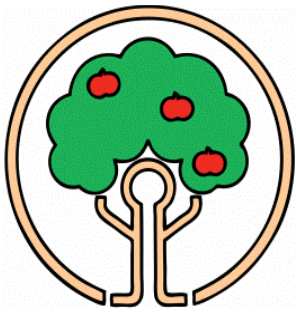
## COVID-19 Directive for Masks/Face Coverings

### Operator Definition

“**Operator**” means the person who controls, governs, directs, or is responsible for the activity carried on within the “Enclosed Public Space” and includes the person who is actually in charge at any particular time.

### Duty of Operator

1. Every operator of an enclosed public space shall have a policy in place to educate persons when entering the premises of the commercial establishment or remaining in the premises if the said person is not wearing a mask/face covering. Best efforts shall be made to educate persons about wearing a mask/face covering. The mask/face covering **should be worn inside the premises at all times**, unless it is reasonably required to temporarily remove the mask/face covering for services provided by the establishment.
2. The policy should be enacted and enforced in “good faith” and should be used to educate people on mask/face covering use in premises where physical distancing can be a challenge.
3. Ensure the availability of alcohol-based hand rub at all entrances and exits for the use of all persons entering or exiting the premises.
4. Post appropriate visible signage indicating that masks/face coverings are required inside the premises. Each public entrance to the premises should post prominent and clearly visible signage. Sample signage can be found on the [RCDHU website](#).
5. Ensure that all employees are aware of the policy and are trained on your establishment's expectations.
6. No person shall be required to provide proof of any of the exemptions listed above, in the “Who is exempt from wearing a mask/face covering” section.
7. The policy shall:
  - Exempt the persons listed above in the “Who is exempt from wearing a mask/face covering” section from the obligation of wearing a mask/face covering.
  - Ensure that all persons working at the establishment are trained in the requirements of the policy.
  - Require that employees and agents wear a mask/face covering when working in the public areas of the premises unless the employee or agent is within or behind a physical barrier.
  - Require that employees and agents provide a verbal reminder to any customer entering the premises without a mask/face covering that the customer should be wearing a mask/ face covering.
  - Require, for customers in a premise removing their mask/face covering for extended periods of time, a verbal reminder to that customer of the requirement to wear a mask/face covering under these instructions.



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## COVID-19 Directive for Masks/Face Coverings

- Permit the temporary removal of a mask/face covering where necessary for the purpose of:
    - Receiving services; or
    - While actively engaging in an athletic or fitness activity including water-based activities and dining.
8. Support a non-judgemental approach for those not wearing a mask/face covering. Kindness is important as some people may not be able to wear a mask/face covering.

### Additional Fact Sheets & Posters

#### RCDHU FAQ- [Directive for Masks and Face Coverings](#)

- Includes frequently asked questions about the directive for mandatory masks and face coverings while in enclosed public spaces.

#### RCDHU FAQ- [Masks and Face Coverings](#)

- Includes frequently asked questions about masks and face coverings to be used while in enclosed public spaces.

#### RCDHU Tool – [COVID-19 Employee Screening Tool](#)

- Tool for employees to use before starting a shift, to help limit the spread of COVID-19.

#### RCDHU Fact Sheet – [Guidance for Retail Stores](#)

- COVID-19 information for retail stores, to assist with operations during the current pandemic.

#### RCDHU Poster – [COVID-19 Screening Poster for Retail Entrances](#)

- Public entrance poster displaying COVID-19 signs and symptoms, to help limit the possible spread of COVID-19.

#### RCDHU Poster – [Do's and Don'ts of Using Non-Medical Masks](#)

- Poster with tips on what should and what should not happen while wearing a mask or face covering.

#### RCDHU Signage – [ATTENTION: Please Wear a Mask or Face Covering in this Facility](#)

- A notice sign, which can be used to remind the public to wear a mask before entering.

