

**PROTOCOL – FESTIVAL ARENA - COVID-19**



**OCTOBER 23, 2020**

**Version 3**

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## Preamble

We are currently facing extraordinary circumstances due to the COVID-19 pandemic. The isolation imposed upon us is forcing us to adapt and stick together more than ever before.

Fortunately, the Province of New Brunswick is doing well nationally thanks to its low rate of confirmed cases. We were forced to cancel several major summer events that will directly impact the community.

With the announcement of the easing up of provincial social distancing guidelines in late June, some municipalities started bringing their staff back into the workplace and are aiming to reopen its municipal facilities. Ensuring the health and safety of citizens and clients is crucial during the COVID-19 pandemic. Ensuring continuity of activities is a primary objective, but the wellness of citizens remains the greatest challenge for Council and Administration.

The Province of New Brunswick implemented a mandatory by-law relating to COVID-19. All business owners, service providers, employees, workplace managers, land/building owners and occupants, hosts, and sports event organizers and coaches must take all reasonable measures to reduce the risk of COVID-19 transmission and follow the directives and guidelines issued by WorkSafe NB and the province's Chief Medical Officer of Health. This provision binds government organizations, not-for-profit organizations, and for-profit businesses.

We therefore prepared this document to show arena users that precautions that are under our control will be taken to ensure the safety of participants. Every organization or individual who wants to use the Festival Arena will therefore be required to comply with the directives set out in this document as well as develop their own protocol.

There has been three version of this protocol:

Version 1 – September 18th

Version 2 – October 5<sup>th</sup>

Version 4 – October 23<sup>rd</sup>

## Description of regular users:

While the Town of Shediac has its own operational plan and protocol for the use of the Arena Festival, each organization/user will need to have its own plan and protocol approved by the Town of Shediac.

All ice time reservations must be made through the Town of Shediac. Organizations and users may not sublease their ice time.

### **Shediac/Cap-Pelé Minor Hockey**

Promote, organize, administer, and supervise minor hockey in Shediac/Cap-Pelé and surroundings.

### **Shediac/Cap Pelé Ringette**

Promote, organize, administer, and supervise ringette in Shediac/Cap-Pelé and surroundings.

### **Louis-J. Robichaud Hockey Team**

Promote, organize, administer, and supervise high school hockey in Shediac/Cap-Pelé and surroundings.

### **West Kent Girls Hockey**

Promote, organize, administer, and supervise girls hockey in Shediac/Cap-Pelé and set dans les environs.

### **Firefighters**

Promote, organize, administer, and supervise hockey for Shediac firefighters.

### **45 +**

Promote, organize, administer, and supervise hockey for people aged 45 + in Shediac.

### **RCMP**

Promote, organize, administer, and supervise hockey for members of the RCMP in Shediac.

## Client Protection Protocol

### A) Reduce the spread of the virus













Those infected with COVID-19 may show few or no symptoms, and the symptoms can easily be mistaken for a cold or seasonal flu.

COVID-19 seems to spread mainly from person to person when people are in close contact (less than 2 metres or 6 feet) and via respiratory droplets produced when an infected person coughs or sneezes. These droplets can land on mucous membranes of the mouth or nostrils of people nearby, or in their lungs (because there is a risk to inhale the droplets).

It can spread by touching infected surfaces or objects – by touching a surface or object that has the virus on it, and then touching your mouth, nose or possibly your eyes.

### B) Table listing the symptoms

#### NEW SYMPTOMS INCLUDE:

					
Fever above 38 degrees Celsius	A new cough, or worsening chronic cough	Difficulty breathing	Runny nose	Sore throat	Headache
					
A new onset of fatigue	A new onset of muscle pain	Diarrhea	Loss of sense of taste	Loss of sense of smell	In children, purple markings on the fingers and toes

### C) Screening

The Festival Arena uses passive screening method. The COVID questionnaire was developed by Public Health New Brunswick as a user guide to be consulted before going out in public. Furthermore, a COVID questionnaire is posted at the facility's entrance. Users can review it, and anyone who answers "yes" to a question must leave the premises immediately.

In the case where a person suddenly shows symptoms related to COVID, he/she must put on a mask immediately and isolate himself/herself in the UNI community room or his/her vehicle. This person should dial 811 immediately.

To further slow the spread of the virus in the province, it is important that clients take the following personal measures:

- Remain in your two-family bubble (changes announced on May 22);
- Keep a physical distance of two metres between yourself and others when you go out;
- It is strongly recommended to wear a handmade mask that covers your mouth and nose when physical distancing is difficult to maintain;
- Wash your hands briskly and often;
- Avoid touching your face;
- Cough or sneeze into the bend of your arm; and
- Clean frequently touched surfaces such as doorknobs and counters regularly.

If a client who wants to enter the arena is showing two of the following symptoms, access shall be denied and he will be instructed to isolate himself/herself from others as quickly as possible.

- Fever (temperature over 38 degrees Celsius) ;
- New cough, or a chronic cough getting worse ;
- Sore throat ;
- Runny nose ;
- Headache ;
- New state of tiredness ;
- New muscle pain ;
- Diarrhea ;
- Loss of taste or smell ; and,
- In children, purple blotches on fingers or toes; in this case, a screening test will be conducted even if the child has no other symptoms.

#### D) Mask

All users and clients will be required to wear a non-medical mask. This mask does not protect you against COVID-19 but helps prevent your respiratory droplets from contaminating others or settling on surfaces. A distance of 3 feet (1 metre) can be maintained between people who wear a non-medical mask.

#### E) Disinfection station

Five disinfection stations will be set up at the Festival Arena and will include the following:

- Spectro-spray for disinfecting equipment and surfaces.
- Hand disinfectant
- Disinfecting wipes
- Screening questionnaire
- List of symptoms

#### F) Physical distancing measures

Every reasonable effort should be made to follow the physical distancing rules. To ensure clients follow the physical distancing rules when circulating in the arena, they will be asked to travel in one direction only. Visible stickers will be displayed on the facility's doors. Face-to-face gatherings will not be tolerated where possible.

Masks are now mandatory in all indoor public spaces in New Brunswick including Festival Arena. You will find [here](#) documents supplied by the office of the Chief Medical Officer of Health. The Town of Shediac expects that mask regulation will be respected by the users.

## General guidelines for ice rental

#### A) Arena opening date

The Festival Arena will open on September 21 for the 2020-2021 season

#### B) Hours of operation

The Festival Arena's hours of operation are from 1 p.m. to 10 p.m.

#### C) Arena's maximum capacity

100 people, which includes the ice/concrete space and bleachers. This also includes coaches, volunteers, participants, spectators, and officials.

Regarding the bleachers, there will be a limit of 20 people per bleacher section (4 sections).

#### D) Ice time

To reduce the number of clients in the arena, ice times will be 60 minutes with a 10-minute break between each rental. The 2020-2021 schedule is available in Appendix C. Clients can arrive at the arena 15 minutes before their scheduled ice time and must leave 15 minutes after their session.

## E) Entrance and exit

Entrance and exit points as well as the lobby area will be used solely for crowd movement, and socializing will not be permitted. Signage will be installed to ensure proper understanding and effective traffic flow.

## F) Players and spectators

The arena doors will remain closed and locked during this phase. The person who made the ice rental arrangements will be responsible for greeting participants at the earliest 15 minutes before and will make sure COVID protocols are followed. The maintenance clerk will unlock the door 30 minutes before the arrival of a new client or organization to allow the person who's scheduled next to get ready before the maintenance worker floods the ice. Showing up late could result in a delay.

For each participant, one (1) parent or guardian only will be allowed to enter the facilities. Siblings who must enter the facilities MUST be accompanied by an adult and MUST be supervised at all times.

All users (including parents and members of the coaching staff) will need to enter and exit the facilities via the designated entrance and exit points (see attached diagrams). Signs will direct participants towards the ice, bleachers and seats that were assigned to them to help control directional flow.

Players must arrive at the arena fully dressed in their gear, except skates.

Access to the dressing rooms will be limited to the players. No parent or coach is allowed in the dressing rooms.

**Coach's dressing room is not accessible currently.**

In the case of children who need help tying their skates, each team will have designated areas for this. (AREA 1-2-3-4).

Players and spectators are required to bring their own marked water bottles.

A parent who remains in the facility must use the designated areas in the bleachers and are not allowed to wander around the arena.

## G) Use of the players bench

**The players benches must be disinfected after each use by the team or group. The team or group is responsible for disinfecting the benches using an aerosol provided by the facility.**

**The full use of the players' bench is now allowed in our establishments with the following criteria:**

- **If you are under the jurisdiction of a provincial association, you must follow the rules and steps published in your provincial association's COVID operational plan prior to the facility's plan.**
- **Team bench participants must rotate on a regular basis.**
- **Players who are not rotating must wear a mask. For example, the back-up goalie should wear a mask because he is not in a regular rotation during the game.**
- **Injured players who are not participating in the game are not allowed on the bench.**
- **Spitting is not permitted while using the bench.**
- **Please limit the number of coaches on the bench.**
- **Coaches must always wear a mask while they are with the players on the team bench.**
- **No grouping around the bench before the start of periods.**
- **No team cheers before the start of periods.**

**(Document Tourism, Heritage & Culture - New Brunswick Sport and Recreation Branch, Frequently Asked Questions COVID-19 of October 16, 2020, point 12 and document Return to Hockey Version 3.0 Hockey NB).**

## H) Clock, stereo, etc.

A user, through a reservation, is responsible for operating the clock and stereo. Users are responsible for washing their hands before and after each use. Users must clean the equipment they borrow after each use. Cleaning products are available to them.

#### I) Use of cones, nets, ice dividers and mattresses

The same individuals are responsible for handling the equipment from the start to the end of the reservation. Users are responsible for washing their hands before and after using the equipment. Users must clean the equipment they borrow after each use. Cleaning products are available to them.

#### J) Dressing room

Access to the dressing rooms will be limited to players. Parents or coaches are not allowed in the dressing rooms. Showering will not be permitted. A maximum of 14 players are allowed in each dressing room.

#### K) Canteen

The Festival Arena canteen will be closed until further notice. No food may be brought from outside the facility.

#### L) Mezzanine

The Festival Arena mezzanine will be closed until further notice and no one will be permitted to access it except for the group's leader, who needs to have access to the designated room.

#### M) Washroom

The Arena Festival's regular washrooms will be accessible to one user per washroom at a time.

#### N) Ice surface

The ice surface regulations will follow the guidelines issued by Hockey Canada.

### Respect for employees

Town employees must be respected at all times, particularly concerning compliance with the terms and conditions set out in this document. Abuse and lack of respect towards employees, volunteers, other clients, etc. will not be tolerated.

### Data collection

Section 2 of the mandatory by-law relating to COVID-19 states the following concerning data collection:

Anyone who admits patrons to a venue at which seating is offered for purposes of eating, drinking, socialization, celebration, ceremony or entertainment must maintain a record of the names and contact information of the persons who attend and must make those records available to Public Health inspectors. Where anyone hosts, organizes, or permits gatherings larger than 50, they have the same requirements. A gathering implies common intent or purpose associated with socializing, celebration, ceremony, or entertainment.

Each group or team must appoint a liaison officer responsible for collecting data from all players, spectators, volunteers involved in the reservations made by the group or team in order to facilitate contact tracing. To view the special and updated requirements of this mandatory by-law, go to:

[https://www2.gnb.ca/content/dam/gnb/Departments/eco-bce/Promo/covid-19/information\\_collection-f.pdf](https://www2.gnb.ca/content/dam/gnb/Departments/eco-bce/Promo/covid-19/information_collection-f.pdf).

Before leaving the facility, teams and groups MUST provide staff (office) with their contact tracing list following each activity.

### Contact tracing

As soon as a client tests positive for COVID-19, Public Health authorities will work diligently to trace his/her movements, identify those with whom he/she may have had a close contact and inform them personally.

The municipality must support and comply with all requests and orders issued by the Department of Public Health and must conduct further investigation. Additionally, the municipality must collaborate with the staff member in question to draw up a list of each person with whom he/she was exposed less than 6 feet apart in the workplace at any time over the past 14 days before the person tested positive. This can easily include other people in the organization, including suppliers and vendors.

If this is the case, the municipality will contact all of these people to inform them that they were in contact with a person infected with COVID-19 and that they must consult their doctor or authority at the Department of Public Health by calling 811.

## General guidelines for arena staff

- Employees are responsible for self-screening before entering the facility.
- Employees have access to a community mask or facepiece (for those who want it, a visor is also available) to use when they cannot follow the 2-metre physical distancing rule.
- The employee is responsible for cleaning his workstation following each shift.
- The employee is responsible for ensuring that certain specific elements related to COVID protocols are being followed by each group. The information will be documented in the statistics registry, which has been modified to this effect.
- Frequent cleaning and disinfection of all frequently touched surfaces, such as doorknobs, railings and rink door handles. See Appendix B for the complete list.

## Consequences of non-compliance

The use of recreational facilities is a privilege, and the non-compliance of regulations may result in a rental suspension.

In a case where the requirements set out in this document are not followed, the groups of users will be asked to leave the premises; they will be denied any future ice time and any reservations made prior to the incident will be considered as non-refundable.

## On-going plan

Given the situation surrounding the COVID-19 pandemic and that the guidelines issued by Public Health are constantly changing, this document and the requirements herein contained can be amended at the discretion of the municipality or facility operator. The amended version will be distributed to the groups of users as soon as possible.

Please note that the recommendations and directives issued by the Office of the Chief Medical Officer of Health in New Brunswick will be prioritized before those set out in the various plans prepared by associations.

It is the responsibility of the various organizations to become informed about the new control measures and procedures, which can change at any time.



## Contact persons

**Denis LeBlanc**, Director of Community Living and Tourism

Telephone: 531-2237

Email: [denis.leblanc@shediac.ca](mailto:denis.leblanc@shediac.ca)

**Gilles Belleau**, General Manager

Telephone: 531-2227

Email: [gilles.belleau@shediac.ca](mailto:gilles.belleau@shediac.ca)

**Rejean Godin**, Director of Finance

Telephone: 531-2223

Email: [rejean.godin@shediac.ca](mailto:rejean.godin@shediac.ca)

**Denise Guitard**, Human Resources Manager

Telephone : 531-2222

Email: [denise.guitard@shediac.ca](mailto:denise.guitard@shediac.ca)

## Occupational Health and Safety Committee

- 1) **Denis LeBlanc**, Director of Community Living and Tourism  
(Co-Chair - Employer)  
Telephone: 531-2237  
Email: [denis.leblanc@shediac.ca](mailto:denis.leblanc@shediac.ca)
- 2) **Denise Guitard**, Human Resources Manager  
(Representative - Employer)  
Email: [denise.guitard@shediac.ca](mailto:denise.guitard@shediac.ca)
- 3) **Rheal Cormier**, Recreational Foreman (Co-Chair - Employees)  
Email: [rheal.cormier1@shediac.ca](mailto:rheal.cormier1@shediac.ca)
- 4) **Scott Gallant**, Public Works Foreman (Representative - Employees)  
Email: [scott.gallant@shediac.ca](mailto:scott.gallant@shediac.ca)
- 5) **Mathoux Matulu**, In charge of bookings/logistics-MC (Representative - Employees)  
Email: [centreshediac@shedia.ca](mailto:centreshediac@shedia.ca)

# Town of Shediac

## Daily Cleaning

*Protocol for protection against infectious diseases*

Tasks	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
<b>Arena entrances (lobby) and exits:</b> ✓ Cleaning doorknobs and frequently touched surfaces							
<b>Washrooms, standard practice:</b> ✓ Cleaning toilets and urinals ✓ Cleaning doorknobs and frequently touched surfaces ✓ Cleaning sinks and faucets ✓ Cleaning soap and sanitizer dispensers							
<b>Staff office, using the disinfectant:</b> ✓ Cleaning all hard surfaces (counters, etc.) ✓ Cleaning the telephone ✓ Cleaning the computer keyboard and mouse ✓ Cleaning frequently touched surfaces							
<b>Dressing room:</b> ✓ Cleaning each toilet and urinal ✓ Cleaning all doorknobs and frequently touched surfaces ✓ Cleaning sinks and faucets ✓ Cleaning soap and sanitizer dispensers							
<b>Music rooms, using the disinfectant</b> ✓ Cleaning all hard surfaces (counters, etc.) ✓ Cleaning doorknobs and telephones							
<b>Door giving access to the ice surface</b> ✓ Cleaning all doorknobs and frequently touched surfaces							
<p><b>Note:</b> Each task must be completed twice daily: at the start and the end of the day. The employee must write his initials and the time the task was completed. The employee must provide this to his/her supervisor so that it can be archived.</p>							
<p><b>Date (week):</b></p>							