	Lucknow & District Recreation Department Internal Policies		
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PURPOSE:

To inform the public and user groups of the Return to Operation plan for the Lucknow & District Sports Complex in response to the ongoing COVID-19 Pandemic.

DEFINITIONS:

"Class I Ice Rental" means an ice rental such as Huron Bruce Minor Hockey & Private Rentals ending before 21:00. These rentals generally have some spectators and/or additional rentals that immediately follow the rental.


"Class II Ice Rental" means an ice rental such as the Lucknow Lancers, Port Albert, Men's Recreational Hockey League, & Private Rentals ending after 21:00. These rentals generally have no spectators in attendance and are usually the last ice rental of the day.

CONTENTS:

In preparing for the re-opening of Facilities, Parks and Athletic Fields, the Lucknow & District Recreation Department is committed to the health and safety of visitors and staff. Part of that commitment includes frequent review of the Return to Operation Plan worked out between the user group and the Lucknow & District Recreation Department to ensure not only the health and safety of all individuals, but also to provide the best experience possible under the Provincial health orders. As Covid-19 continues to evolve, this document is subject to change without notice.

Safety Precautions

- Be advised that anyone entering an indoor facility will be required to complete a self-screening assessment either directly to the Lucknow Recreation Department, or via their sport or renting organization. Follow up self-assessment upon arrival is also required. If you or anyone in your household are feeling unwell or expressing symptoms of Covid-19, please do not come to the facility.
- All persons entering an Indoor facility must wear a face covering that securely covers the nose, mouth and chin, in all common areas as required under Grey Bruce Medical Officer of Health Order.
- Anyone entering an Athletic Field or Park must also wear a mask or face covering where adequate physical distancing cannot be achieved.
- Physical distancing of two meters is required at all times where possible.

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- All user groups will be required to provide hand sanitizer for their rental group and ensure that individuals are practicing proper hand hygiene upon arrival and frequently throughout your stay.
- Surfaces and other high touch areas will be cleaned and disinfected frequently by staff.
- Lucknow & District Recreation Department employees have appropriate training and protective equipment for their work environment, and will also be screened daily.
- All persons 12 years of age and older must provide proof of double vaccination or exemption prior to being permitted to enter the Lucknow and District Sports Complex.

Bookings


- All bookings must be completed in advance with the Facility Manager/Recreation Coordinator.
- All bookings must adhere to all Provincial restrictions in place at the time of the rental, including physical distancing, maximum capacity, face coverings etc.
- All organizations, groups and individuals renting an area within the facility must complete, and submit the appropriate rental agreement to the Facility Manager/Recreation Coordinator for approval prior to the rental date (See Appendix A for Room Rental Agreement, Appendix B for Ice Rental Agreement and Appendix C for Park or Athletic Field Agreement).
- If participating in a sport, players are strongly encouraged to come fully dressed
- Water bottles should be filled prior to entering the building and have the users name on it.

Please Be Aware

- Warmups outside of a rented area will not be permitted at any Facility, Park, or Athletic Field under any circumstance.
- Public washrooms will be available, please adhere to posted protocols related to the physical distancing, and hand hygiene.
- All persons entering the Lucknow & District Sports Complex must wear a face covering that securely covers the nose, mouth and chin, in all common areas as required under the Grey Bruce Medical Officer of Health Order.
- The Renter will be responsible for ensuring that all persons 12 years of age and older must provide proof of double vaccination or exemption prior to being permitted to enter the Lucknow and District Sports Complex.

Following the Rental

- Please comply with physical distancing and proceed out of the facility following the directional signage, posted routes or predetermined exits as noted within this policy.


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Specific Guidance – Ice Rentals

- All organizations, groups and individuals renting an area within the facility must complete, and submit the ice rental agreement to the Facility Manager/Recreation Co-ordinator for approval prior to the rental date.
- Dressing rooms will be made available and masks must be worn at all times within the dressing room when physical distancing cannot be maintained.
- Players are strongly encouraged to come fully dressed.
- Ice times may be 50 or 80 minutes in length, with a 10-minute flood at the end.
- A zero-tolerance policy for spitting within the building will be in place at all times.
- Please leave dressing rooms and benches clear of any personal items or garbage when you leave to help staff safely and quickly clean and disinfect for the next group
- Dressing room bar services will be available the same as in the past. Absolutely all empties must be deposited in the appropriate container.
- All players and coaches must maintain physical distancing while at the Lucknow & District Sports Complex, including in the dressing rooms, common areas, and on-ice as much as possible, excluding participants while they are actively engaged in sport activity.
- To enhance physical distancing, participants should use the same entrance on and off the ice nearest to their dressing room (i.e. North hallway and North ice entrance or South hallway and South ice entrance). Dressing rooms and skate tying areas will be allocated to help distance one group from another
- All users must adhere to the most current provincial health orders. Deviation from any public health order may result in the group being asked to leave the facility immediately and future ice rental privileges could be suspended.
- The Renter will be responsible for ensuring that all persons 12 years of age and older must provide proof of double vaccination or exemption prior to being permitted to enter the Lucknow and District Sports Complex.

Specific Guidelines – Room Rentals

- All organizations, groups and individuals renting an area within the facility must complete, and submit the room rental agreement to the Facility Manager/Recreation Co-ordinator for approval prior to the rental date.
- Renters must provide a specific time of when they need in and out of facility and must not arrive prior to the start time or leave after the end time.
- All users must adhere to the most current provincial health orders. Deviation from any public health order may result in the group being asked to leave the facility immediately and future ice rental privileges could be suspended.

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- All persons entering the Lucknow & District Sports Complex must wear a face covering that securely covers the nose, mouth and chin, in all common areas, as required under Grey-Bruce Medical Officer of Health Order.
- All user groups will be required to provide their own hand sanitizer and ensure that individuals are practicing proper hand hygiene upon arrival and frequently throughout their stay.
- The Renter will be responsible for ensuring that all persons 12 years of age and older must provide proof of double vaccination or exemption prior to being permitted to enter the Lucknow and District Sports Complex.

Specific Guidelines – Baseball Diamond Rentals

- All organizations, groups and individuals renting an area within the facility must complete, and submit the appropriate rental agreement to the Facility Manager/Recreation Co-ordinator for approval prior to the rental date.
- All users must adhere to the most current provincial health orders. Deviation from any public health order may result in the group being asked to leave the facility immediately and future ice rental privileges could be suspended.
- All persons attending an event at a Baseball Diamond must wear a face covering that securely covers the nose, mouth and chin, at anytime in which adequate physical distancing cannot be maintained, as required under Grey-Bruce Medical Officer of Health Order.
- All user groups will be required to provide their own hand sanitizer and ensure that individuals are practicing proper hand hygiene upon arrival and frequently throughout their stay.

Specific Guidelines Soccer Field Rentals

- All organizations, groups and individuals renting an area within the facility must complete, and submit the appropriate rental agreement to the Facility Manager/Recreation Co-ordinator for approval prior to the rental date.
- All users must adhere to the most current provincial health orders. Deviation from any public health order may result in the group being asked to leave the facility immediately and future ice rental privileges could be suspended.
- All persons attending an event at the Kinsmen Soccer Fields must wear a face covering that securely covers the nose, mouth and chin, at anytime in which adequate physical distancing cannot be maintained, as required under Grey-Bruce Medical Officer of Health Order.
- All user groups will be required to provide their own hand sanitizer and ensure that individuals are practicing proper hand hygiene upon arrival and frequently throughout their stay.

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Specific Guidelines Outdoor Pool Rentals

- All organizations, groups and individuals renting the Pool must complete, and submit the appropriate rental agreement to the Facility Manager/Recreation Co-ordinator for approval prior to the rental date.
- All users must adhere to the most current provincial health orders. Deviation from any public health order may result in the group being asked to leave the facility immediately and future ice rental privileges could be suspended.
- All persons attending an event at the Lucknow Pool must wear a face covering that securely covers the nose, mouth and chin, while in the Pool House and at anytime in which adequate physical distancing cannot be maintained, as required under Grey-Bruce Medical Officer of Health Order.
- Masks and face coverings may be removed when exiting the change room and going on to the pool deck.
- Users will not conjugate on the pool deck and will maintain physical distancing while in the Lucknow Outdoor Pool.
- All user groups will be required to provide their own hand sanitizer and ensure that individuals are practicing proper hand hygiene upon arrival and frequently throughout their stay.

RETURN TO PLAY FACILITY GUIDELINES FOR ICE USERS:

Parking Lot Entrance

- No change from previous years.

Entrance Doors


- The main entrance will be the entrance for all ice rental bookings. Renters/Groups will be permitted to enter the Lucknow & District Sports Complex 15 minutes prior to their event.

Exit Doors

- All ice users may exit through the main doors. In the case of multiple rentals after one another, the rental that has finished shall wait until the following rental has entered the ice surface and the hallway and dressing rooms are cleared.

Entrance Process

- User groups will be required to monitor the entrance and exits, and ensure that proper procedures are followed, including contact tracing, Covid-19 screening and vaccine checks.

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Covid-19 Screening

- Pre-screening is required. User groups must ensure they keep a log of all participants entering the facility (including names, contact information, dates and times), this can be accomplished before the rental (e.g. through RSVPs).
- The User group shall keep this information for 30 days from the day it was given for contact tracing purposes and will shall be provided to Public Health in the case of an outbreak.

Entrance Time and Exit Time

- For Class I ice rentals, dressing rooms must be vacated within 15 minutes after leaving the ice surface.
- For Class II ice rentals, dressing rooms must be vacated within 30 minutes after leaving the ice surface.

Changing of Equipment Location Process


- Dressing rooms will be made available and masks must be worn at all times within the dressing room when physical distancing cannot be maintained.
- Dressing rooms will be available at 50% of the regular capacity.
- Additional areas may be used as temporary dressing rooms if required.

Spectators

- Spectators must be limited to 50% of the designated seating area.
- Spectators will access the main washrooms only for emergency purposes.
- Spectators must be physically distanced by a minimum of 2m or further if required by public health measures.
- Spectators may access the dressing room hall to tie skates of younger participants.
- Spectators may assist with untying skates in the dressing room hall but must not gather and ensure they leave the dressing room / hallway facility immediately after untying skates. Groups may wish to designate a few parents on each team to assist with this process.
- All spectators 12 years of age and older must provide proof of double vaccination or exemption prior to being permitted to enter the Lucknow and District Sports Complex.

Conduct of Spectators in the Stands

- Spectators must take any garbage with them and dispose of in the appropriate containers.

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- If parents have other children with them that are not participating in on-ice activities, the parent is responsible for the conduct of that child(ren).
- Children must be supervised at all times, without exception.
- Parents not supervising their children will be asked to leave the facility with their children, and without warning.

Warm Ups/Dry Land Training


- Warm Ups and Dry Land Training sessions are not permitted in the Lucknow & District Sports Complex at this time unless the group has rented a meeting room to conduct the Warm Up or Dry Land Training in.
- Warm ups and Dry Land Training being conducted in a meeting room shall follow all the requirements of any other rental using a meeting room including but not limited to:
 - o Use of hand sanitizer and practicing proper hand hygiene
 - o Physical distancing measures
 - o Alternate entrance and exits where required
 - o Capacity limitations
 - o Contact tracing logs
 - o Pre-screening and re-screening upon entry
 - o Other requirements as deemed necessary.

Reporting of Incidents – Injury

- Incident forms are available from Lucknow & District Recreation Department staff.

Cleaning

- Dressing rooms will be cleaned and sanitized after each use. Washrooms will be cleaned and sanitized twice daily minimum. High touch point surfaces such as player's benches and door handles will be sanitized several times per day.
- Groups are responsible for ensuring all garbage is collected in trash bins in dressing rooms.
- Groups must ensure that participants are not spitting or depositing other bodily fluids on any surface in the facility.
- User groups are required to dispose of any materials left on the players' benches.

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Referee Rooms

- Referee rooms will be available for Referees only.


RETURN TO PLAY FACILITY GUIDELINES FOR MEETING ROOMS:

Dave Farrish Campion Chambers (Main Floor Meeting Room) Renter Operations

- The Renter will pre-screen all participants and keep a record of all individuals (including names, contact information, dates and times).
- The Renter's log is to be given to the facility within a day of the activity taking place.
- Maximum capacity will follow current Public Health Guidelines and may be restricted further to allow for physical distancing.
- Main washrooms are available if needed.
- The Renter will be responsible for ensuring that all persons 12 years of age and older must provide proof of double vaccination or exemption prior to being permitted to enter the Lucknow and District Sports Complex.
- For licensed events where alcohol is served, seating must be configured so that patrons seated at different tables are separated by a distance of at least two metres.
- Any person not adhering to the guidelines and restrictions set out by the province, Public Health, and the Lucknow and District Recreation Department may be asked to leave the facility.
- Renters failing to ensure that participants are adhering to the guidelines and restrictions set out by the province, Public Health, and the Lucknow and District Recreation Department will result in the termination of their rental.

Paul Henderson Hall (Upstairs Room) Renter Operations

- The Renter will pre-screen all participants and keep a record of all individuals (including names, contact information, dates and times).
- The Renter's log is to be given to the facility within a day of the activity taking place.
- Maximum capacity will follow current Public Health Guidelines and may be restricted further to allow for physical distancing.
- The Paul Henderson Hall washrooms are to be used as the only available washrooms for rentals in the Paul Henderson Hall.

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- The Renter will be responsible for ensuring that all persons 12 years of age and older must provide proof of double vaccination or exemption prior to being permitted to enter the Lucknow and District Sports Complex.
- For licensed events where alcohol is served, seating must be configured so that patrons seated at different tables are separated by a distance of at least two metres.
- For licensed events such as a 'Beer Gardens' or 'Blue Line Club', the renter shall insure that all persons not seated at designated seating areas, wears a mask properly covering their mouth and nose at all times when not drinking or eating.
- Any person not adhering to the guidelines and restrictions set out by the province, Public Health, and the Lucknow and District Recreation Department may be asked to leave the facility.
- Renters failing to ensure that participants are adhering to the guidelines and restrictions set out by the province, Public Health, and the Lucknow and District Recreation Department will result in the termination of their rental.

Entrance Time and Exit Time

- Entrance to the facility will be permitted 15 minutes prior to the rental. Participants arriving earlier must be asked by the user group volunteer to wait outside the facility.
- As the Dave Farrish Champion Chambers and the Paul Henderson Hall have their own exits leading outside and away from the main entrance/exit, exit time may take place whenever the event has ended.

RETURN TO PLAY FACILITY GUIDELINES FOR ATHLETIC FIELD USERS:


Parking Lot Entrance

- No change from previous years.

Field Entrance & Exit

- No change from previous years; however, rentals at the Kinsmen Soccer fields may be staggered to prevent gatherings at entrances/exits.

Covid-19 Screening

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- Pre-screening is required. User groups must ensure they keep a log of all participants entering the facility (including names, contact information, dates and times), this can be accomplished before the rental (e.g. through RSVPs).
- The log shall be kept by the renter and submitted to the Lucknow & District Recreation Department upon request. The Lucknow & District Recreation Department will keep this information for 30 days from the day it was given for contact tracing purposes and will only be provided to Public Health in the case of an outbreak.

Entrance Time and Exit Time

- Entrance to Athletic Fields will be permitted 15 minutes prior to the rental.
- Athletic Fields must be vacated within 15 minutes following the end of the rental.

Number of On-field Participants


- Players benches will be marked out to assist in physical distancing. It is the responsibility of the user groups contact person to ensure physical distancing is taking place.
- Access to washrooms will be permitted for both field participants and spectators
- Washrooms will be cleaned daily.
- Rentals at the Kinsmen Soccer Fields will be permitted use of their designated or rented field only, and do not have access to other fields.

Spectators

- Spectators must be limited to 50% of designated seating areas or where no seating areas are available. be able to maintain a 2-meter distance.
- Spectators will be provided access to the facility 15 minutes prior to the start of the rental.

Conduct of Spectators

- Spectators must take any garbage with them and dispose of in the appropriate containers.
- If parents have other children with them that are not participating in on-field activities, the parent is responsible for the conduct of that child(ren).
- Children must be supervised at all times, without exception.
- Parents not supervising their children will be asked to leave the facility with their children, and without warning.

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RETURN TO PLAY FACILITY GUIDELINES FOR LUCKNOW OUTDOOR POOL USERS:

Parking Lot Entrance

- No change from previous years.

Field Entrance & Exit

- No change from previous years; however, rentals may be staggered to allow for participants to exit the Pool House prior to a second group entering.

Covid-19 Screening

- Pre-screening is required. User groups must ensure they keep a log of all participants entering the facility (including names, contact information, dates and times), this can be accomplished before the rental (e.g. through RSVPs).
- The log shall be kept by the renter and submitted to the Lucknow & District Recreation Department upon request. The Lucknow & District Recreation Department will keep this information for 30 days from the day it was given for contact tracing purposes and will only be provided to Public Health in the case of an outbreak.

Entrance Time and Exit Time


- Entrance to the Lucknow Outdoor Pool will be permitted 30 minutes prior to the rental.
- The Lucknow Outdoor Pool must be vacated within 30 minutes following the end of the rental.

Number of Pool Participants

- The maximum number of participants per rental will be based on current public health guidelines and may change from time to time.
- Washrooms will be twice daily and sanitized using a fogger periodically.

Spectators

- There will be no spectators permitted on the pool deck.
- Parents of participants will be required to be in the water for participants who are not able to swim on their own, or are taking swimming lessons where hands on instruction is required.

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- Spectators may watch from outside the pool fence and must be physically distanced by a minimum of 2m or further if required by public health measures.

Conduct of Spectators

- Spectators must ensure that they are physically distanced by a minimum of 2m or further if required by public health measures.
- Spectators must take any garbage with them and dispose of in the appropriate containers.
- If parents have other children with them that are not participating in Pool activities, the parent is responsible for the conduct of that child(ren).
- Children must be supervised at all times, without exception.
- Parents not supervising their children will be asked to leave the facility with their children, and without warning.

Items Permitted/Prohibited at the Lucknow Outdoor Pool

- Bags, towels, clothing is permitted and must be stored in a safe manner while participants are in the Pool
- Individual food and beverages are not permitted inside the pool house or on the deck.
- Waste containers must be used. Seating will be limited.
- Spectators are encouraged to bring their own seating


RETURN TO PLAY COVID-19 FACILITY GUIDELINES FOR ALL:

Conduct with Staff

- All participants must ensure they maintain at least 2m distance when speaking to staff. There is a zero-tolerance policy for any mistreatment of staff. Any person that refuses to maintain distance or abuses staff in any way will receive an automatic suspension from the facility for a period of two weeks minimum.

Compliance

- Groups not complying with any Lucknow & District Recreation Department rules noted above will be given one written warning.
- The second offense will be a suspension from the Lucknow & District Recreation Department Facilities.

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- The third offense will result in expulsion from the Lucknow & District Recreation Department facilities for the season.
- Refunds will not be provided for groups that have been suspended or expelled and the group will be responsible to pay for rooms, pool, fields or ice times booked during the suspension and/or expulsion.
- Suspensions will last a minimum of two weeks.
- Suspensions and expulsions will apply to either the offending individual, team and/or the entire association depending on the severity of the contravention.

REFERENCES:

- Grey-Bruce Public Health Unit:
<https://www.publichealthgreybruce.on.ca/>
- Ontario Regulation 364/20: Rules for Areas in Stage 3:
<https://www.ontario.ca/laws/regulation/200364>
- Ontario guidance for facilities for sports & recreational fitness activities during Covid-19:
<https://www.ontario.ca/page/guidance-facilities-sports-and-recreational-fitness-activities-during-covid-19#section-1>