

**Operating Plan for the West Hants Sports Complex**  
**(under COVID Restrictions)**

**16 Centennial Drive, Windsor NS B0N 2T0**

**Updated February 8, 2021**

The health and safety of our staff and customers are of the utmost importance. We are closely following the recommendations of Public Health, and so to help stop the spread of COVID-19 we have implemented several measures for our facility.

\*\*These are additional conditions to our standard Sports Complex Facility Usage Agreement with rental groups.

All participants must follow the Provincial Public Health Guidelines. Participants must also abide by the regulations of their respective sport governing body and the direction of the West Hants Sports Complex staff. Participants not following these regulations will be at risk of losing their rental time for the entire group, including future rentals.

Rental group representatives are also responsible for managing spectators entering and exiting the facility as well as during their rental times according to facility use guidelines.

**Arena Protocols for Participants/Coaches/Program Leaders/Officials**

**Entering the Facility**

- Non-medical masks are required to enter the facility and must be worn in the change rooms and washrooms. You can take it off once you begin your program/exercise. When finishing the program/rental, the mask is to be worn in the dressing room and facility until leaving the building. If you are leaving your rental area to go to hallways or washrooms, you must also wear a mask.
- Our facility doors will be locked from the outside, and groups will be let in according to their rental or program time.
- We ask that rental groups meet outside the building first and enter as a group.
- All participants are to meet at the front entrance at the assigned time of your appointment. Late arrivals may not be allowed in if staff or safety representative must move to other areas of the building, so please be sure to honor appointment times.
- Participants for hockey will be allowed to enter the building 30 minutes prior to the start of their rental/programs and must leave no later than 20 minutes after.
- Upon entry, participants will take part in a COVID screening assessment tool and wash/sanitize hands before proceeding to the program or rental space.
- Participants who are 12 years of age and younger may be accompanied by one guardian if needed. Participants 13 and older are encouraged to enter the facility without a guardian.

- Participants are to arrive dressed to play whenever possible except for footwear. There will be access to change rooms as needed.
- For contact tracing purposes, each rental group is required to have a list of participants with the contact information for each rental time. If contact tracing is required, it is the responsibility of the organizer of the program/rental to communicate with their members and to provide information to public health.
- Referees are to check in with the home team at the door. The home team collects and maintains the COVID screening and contact tracing information. Safety rep is to inform referees to exit by the southwest exit.
- Timekeepers are to check in with the home team at the door. The home team collects and maintains the COVID screening and contact tracing information for timekeepers. Safety rep is to inform timekeepers to exit by the southwest exit.
- A maximum of 2 timekeepers shall be permitted in the timekeeper's booth. Masks are to be worn at all times and no food or drink shall be brought into the building.
- Rental groups may need to provide information to staff regarding their implementation the COVID protocols.

### **Exiting the Facility**

- Arena users are asked to exit the building from the south west corner of the arena unless directed by staff. Extra time is needed between each rental/program for staff to clean and disinfect.

### **Arena Protocols for Spectators at Games/Programs/Practices**

#### **Entering the Facility**

- Renters are responsible for managing spectators for their rental times with direction and support of facility staff, including contact tracing records.
- Non-medical masks are required to enter the facility and must be worn at all times.
- Spectators must complete COVID screening and are advised that their contact information will be collected for entry.
- Spectators are asked to use hand sanitizer upon entry and practice frequent hand washing and hygiene while in the building.
- Spectators are asked to practice respiratory etiquette. Cough and sneeze into tissue or arm and wash hands following.
- No food or drink is to be consumed by spectators while in the facility.
- Social distancing must be practiced while entering the facility, during the event, and while leaving the facility.
- Spectators may not exit and re-enter.
- Spectators are asked to follow directional signage for traffic flow through the building and for exiting. Note that one will not exit by the entry they came in unless directed by staff and will exit according to their location in the building.

- Standing room on the upper level and seating in the warm room is not available when the track is open. Track is open from 10:30am to 9:30pm Sunday to Thursday and 10:30am – 5:45pm on Friday and Saturday.
- For practices and programs in the arena, 1 spectator per participant will be permitted.
- For hockey games that are not followed by another rental (Valley Maple Leafs on Friday and Avon View Boys Hockey on Saturday, a maximum of 100 spectators will be permitted.
- For hockey games that are followed by another rental, a maximum of 1 spectator per player can be accommodated to a maximum of 50. Seats will be available in marked sections of fixed seating area of the stands and in the main floor lobby.
- There are 12 rows of 10 seats and 6 rows of 4 seats in the stands to work with. The main floor lobby has movable seats to accommodate small groups.
- The host teams/rental group must provide a seating plan in cooperation with facility staff, that ensures physical distancing between groups is maintained. Host team will direct spectators to appropriate seats/areas in cooperation with facility staff. Please note that bubbled groups can sit together however folks not bubbled, must ensure 2 seats between them and the next group of spectators in fixed seats and 6 feet between movable seats.
- Standing room on the upper level and seating in the warm room is not available when the track is open. Track is open from 10:30am to 9:30pm Sunday to Thursday and 10:30am – 5:45pm on Friday and Saturday.

### **Exiting the Facility**

- Spectators are asked to follow directional signage for traffic flow through the building and for exiting. Note that one will not exit by the entry they came in unless directed by staff and will exit according to their location in the building. Spectators in the stands will exit by the lower doors in the southwest corner of the building. Spectators in the lobby will exit out the front as directed by staff.

## **Fieldhouse Protocols for Participants/Coaches/Program Leaders/Officials**

### **Entering the Facility**

- Non-medical masks are required to enter the facility and must be worn in the change rooms and washrooms. You can take it off once you begin your program/exercise. When finishing the program/rental, the mask is to be worn in the dressing room and facility until leaving the building. If you are leaving your rental area to go to hallways or washrooms, you must also wear a mask.
- Our facility doors may be locked from the outside, and groups will be let in according to their rental or program time.
- We ask that rental groups meet outside the building first and enter as a group.

- All participants are to meet at the front entrance at the assigned time of your appointment. Late arrivals may not be allowed in if staff or safety representative must move to other areas of the building, so please be sure to honor appointment times.
- Upon entry, participants will take part in a COVID screening assessment tool and wash/sanitize hands before proceeding to the program or rental space.
- Referees are to check in with the home team at the door. The home team collects and maintains the COVID screening and contact tracing information for the referees.
- Participants for the turf will be allowed to enter the building 15 minutes prior to the start of their rental/programs and must leave immediately after via the turf door at the north end of the fieldhouse. Extra time is needed between each rental/program for staff to clean and disinfect.
- Participants who are 12 years of age and younger may be accompanied by one guardian if needed. Participants 13 and older are encouraged to enter the facility without a guardian.
- Participants are to arrive dressed to play whenever possible except for footwear. There will be access to change rooms as needed.
- Program participants, coaches and leaders are asked to use the washrooms in the fieldhouse change rooms and not the public washrooms in the lobby.
- For contact tracing purposes, each rental group is required to have a list of participants with the contact information for each rental time. If contact tracing is required, it is the responsibility of the organizer of the program/rental to communicate with their members and to provide information to public health.
- Rental groups may need to provide information to staff regarding their implementation the COVID protocols.

### **Fieldhouse Protocols for Spectators at Games/Programs/Practices**

#### **Entering the Facility**

- Renters are responsible for managing spectators for their rental times with direction and support of facility staff, including contact tracing records.
- Non-medical masks are required to enter the facility and must be worn at all times.
- Spectators must complete COVID screening and are advised that their contact information will be collected for entry.
- Spectators are asked to use hand sanitizer upon entry and practice frequent hand washing and hygiene while in the building.
- Spectators are asked to practice respiratory etiquette. Cough and sneeze into tissue or arm and wash hands following.
- No food or drink is to be consumed by spectators while in the facility.
- Social distancing must be practiced while entering the facility, during the event, and while leaving the facility.
- Spectators may not exit and re-enter.

- Spectators are asked to follow directional signage for traffic flow through the building and for exiting. Follow directions of staff for exiting.
- Standing room on the upper level and seating in the warm room is not available when the track is open. Track is open from 10:30am to 9:30pm Sunday to Thursday and 10:30am – 5:45pm on Friday and Saturday.
- Seats will be available in marked sections of fixed seating area in the fieldhouse viewing area. For practices, programs and games in the fieldhouse, spectator viewing is limited to 16 in the fieldhouse viewing area on the second floor. Those who use this area must be aware of track users and ensure social distancing when entering and exiting the viewing area.
- The rental group must provide a seating plan in cooperation with facility staff, that ensures physical distancing between groups and individuals is maintained. Host team/rental group will direct spectators to appropriate seats/areas in cooperation with facility staff. Please note that bubbled groups can sit together however folks not bubbled, must ensure 2 seats between them and the next group of spectators in fixed seats.
- The main floor lobby is off limits except for the benches outside the Fieldhouse that can accommodate 4 people with social distancing. No spectators are allowed inside the field house.

### **Other Fieldhouse Restrictions**

- No outside footwear is permitted on the turf.
- Absolutely no gum chewing on the turf.
- No food or drink other than water allowed on the turf.
- Remove earrings, bobby pins and any jewelry before entering the fieldhouse.

### **Track and Skating Protocols**

#### **Entering the Facility**

- Non-medical masks are required to enter the facility and must be worn in the common areas and washrooms. Masks may be removed once the program/exercise has begun. When finishing the session, the mask is to be worn in the facility until leaving the building. If you are leaving the area to go to hallways or washrooms, you must also wear a mask.
- Track users and skaters are encouraged to wear a mask while on the track if possible and when there are spectators in the stands.
- Our facility doors may be locked from the outside, and groups will be let in according to the track and skate times.
- Upon entry, participants will take part in a COVID screening assessment tool and wash/sanitize hands before proceeding to the program or rental space.
- For walking track and skating access, we will open the doors 15 minutes before start times.
- Skaters for public skates will use assigned benches to put on skates and will not have access to the change rooms.

- Track users will change their footwear using the chairs or benches provided in the warm room and on the side of the track and will not have access to change rooms.
- Track users are asked to use the designated rest areas when not actively using the track.

### **Exiting the facility**

- When finished using the track, track users shall return to the front entrance and follow directions of staff and/or signage for exit.
- When finished skating, skaters may exit via the south west doors. Skaters must be out of the area within 10 minutes of the end of the skate. If it takes longer to depart skaters must leave the skate early to ensure they have cleared the area before the next ice rental.
- No skater is to enter the ice when the Zamboni is on the ice.
- No skater shall pass in front of the Zamboni doors when the Zamboni is going into the garage.

### **Other Facility Restrictions**

- Please follow all directional signage.
- Ensure you and your group is using the assigned dressing room/changing space/bench area.
- Showers are currently not available for use.
- Spitting is not permitted anywhere in the building.
- Physical distancing of 2m or 6 ft will be maintained unless in a group as per Public Health guidelines.
- Groups of 60 are allowed on the ice and on the turf. Note that 60 includes the coach/program staff.
- Each regular ice or turf rental will receive 2 dressing rooms. If you have more than 12 – 18 participants, there will be a designated bench to use to put on skates or change footwear. Anyone using this area must come fully dressed in their equipment. No gear bags to be left in the hallways.
- When possible, groups should remain consistent for all activities including use of dressing rooms.
- Sharing water bottles and equipment is prohibited. Water bottles must be filled at home and labelled with your name. Bring whatever equipment you will need and take it home with you after each session.
- While on the ice, participants and coaches are always to leave their helmets and gloves on.

## **Facility Contacts:**

Glenn Wentzell – West Hants Sports Complex Coordinator

[gwentzell@westhants.ca](mailto:gwentzell@westhants.ca) 902-798-8391 – ext 216 for information on rentals and schedules.

Dianne Levy – Manager of Recreation and Facilities

[dlevy@westhants.ca](mailto:dlevy@westhants.ca) 902-798-8391 – ext 214 for policy information and general inquiries.

For up to date information, please check out the website at [www.westhants.ca](http://www.westhants.ca) and follow us on Facebook at West Hants Parks and Rec

## **Return to Recreation Facilities COVID Guidelines for Nova Scotia**

### **West Hants Sports Complex Plans – updated February 2021**

#### **Environment –**

- Physical distancing will be maintained at the facility in a number of ways as follows:
- There will be two dressing rooms plus a bench outside for each group rental to ensure physical distancing. Folks are asked to arrive ready to play and only use the dressing rooms if necessary. Those who are dressed to play may use benches to change footwear.
- Before play – groups meet outside to be let in. Coaches and participants will be reminded of the need to socially distance and to follow the directional signs and other reminders.
- After play – Participants will be reminded by coaches and program leaders to practice social distancing while they get ready to depart and groups will be instructed to leave the building by exits and not the front entrance. This to ensure that they do not meet others arriving at the front entrance.
- Gathering limits will be maintained by having all participants booked into a time slot for play or practice. For public access events such as hockey games, team representatives, with facility staff support, will manage the numbers at the door. Public skates and use of the walking track numbers will be managed by facility staff.
- On the walking track we will allow 20 people at a time, using one lane only. People can pass by going into the outside lane.
- Access to common areas will be limited. When checking in groups, times will be staggered so that we can maintain social distancing with smaller group numbers. Some toilets will be blocked off to ensure physical distancing. Outside the washrooms there will be sign noting how many can be in at one time.

## **Equipment –**

- Participants are asked to provide their own equipment for hockey and soccer. For some recreation programs, some equipment will be provided which will be disinfected according to protocols prior to use.

## **Personal Protective Precautions -**

- Non-medical masks are required to enter the building and will be worn in the building until exercise/program begins. When moving from booked space to other areas such as hallways and washrooms, masks must be worn.
- Hand sanitizing stations are placed throughout the building and hand washing will be promoted as the best defense against COVID transmission. Everyone must sanitize their hands upon entry to the building.
- All high touch surfaces will be cleaned and disinfected using products approved by Health Canada on a regular basis. These include door handles and push bars, entrance and exit doors, ice pad gates and gate door handles, benches, change rooms and washroom facilities.
- Space between groups and the use of alternating rooms will allow for the cleaning of touch points between groups.
- Cleaning procedures will be documented using a checklist.

## **Communication –**

- Users will be informed of the safety pre-cautions through their team safety representatives and/or program leaders. This information will be provided to leaders and members of the public through a facility user guide, available as an email attachment and on the municipal website and Facebook page. Some paper copies can be made available.
- Signage on entry doors will remind anyone to stay out of the building if they feel unwell or if they exhibit any symptoms of COVID which are listed on the sign.
- There will be signage throughout the building reminding people to practice social distancing and to practice respiratory etiquette. All sink areas will have signage that reviews proper hand washing techniques.
- Program leaders and team safety representatives will maintain a user registry with names, dates, times, and contact information to facilitate contact tracing if necessary.