



Municipality of West Elgin

Agenda

Recreation Committee

August 12, 2020, 7:00 p.m.

Recreation Centre

135 Queen Street

Rodney

Documents are available in alternate formats upon request. Please contact the Clerk's Department if you require an alternate format or accessible communication support at 519-785-0560 or by email at jnethercott@westelgin.net.

Pages

1. Call to Order

2. Adoption of Agenda

Recommendation:

That West Elgin Recreation Committee hereby adopts the agenda as circulated.

3. Disclosure of Pecuniary Interest

4. Minutes

1

Recommendation:

That the West Elgin Recreation Committee adopts the minutes of February 18, 2020 as printed and circulated.

5. Business Arising from Minutes

6. New Business

6.1 Update on COVID-19 Stage 3 Protocols

4

6.2 Rental Agreements

60

6.3 Discussion on Possible Events

7. Adjournment

Recommendation:

That West Elgin Recreation Committee hereby adjourn at ____ p.m. to meet again on



Municipality of West Elgin

Minutes

Recreation Committee

February 18, 2020, 7:00 p.m.

Council Chambers, West Elgin Municipal Building

Present: K. Neil, Chair
J. Blanchard, Vice Chair
Councillor A. Cammaert
G. Blanchard
D. Staddon
Councillor T. Tellier
M. Perry

Staff Present: J. Slater, Recreation Superintendent
J. Nethercott, Clerk

Also Present: Councillor Bonnie Rowe
Jim Kennedy, Car Show

1. Call to Order

Chair Ken Neil called the meeting to order at 7:00 p.m.

2. Adoption of Agenda

Moved: Councillor Cammaert

Seconded: Councillor Tellier

That West Elgin Recreation Committee hereby adopts the amended agenda by adding a delegation from Jim Kennedy.

Carried

4. Minutes

Moved: D. Staddon

Seconded: G. Blanchard

That the West Elgin Recreation Committee adopts the minutes of January 14, 2020 as printed and circulated.

Carried

3. Disclosure of Pecuniary Interest

No disclosures

5. Delegations

5.1 Councillor B. Rowe - Elgin County Acti-Pass

Councillor Rowe presented information on the Healthy Community Partnership Committee of which she is a member. Mrs. Rowe presented the information on the Act-i-Pass program and requested input from the committee regarding participating in this program.

Moved: J. Blanchard

Seconded: M. Perry

That West Elgin Recreation Committee recommends to the West Elgin Council that they support the Act-i-Pass program through offering public swimming and street hockey as part of this pass.

Carried

5.2 J. Kennedy - Car Show

Mr. Kennedy showed some photos of a past car cruise in as part of a fundraiser for the Rodney Fair.

Moved: G. Blanchard

Seconded: D. Staddon

That West Elgin Recreation Committee recommend to the Council of West Elgin that they grant approval for the Road Closure of Furnival Road on June 19, 2020 between 5 and 8 pm for the Classic Cruise Night.

Carried

6. Business Arising from Minutes

7. Staff Reports

The Recreation Committee received a report from Jeff Slater, Recreation Superintendent.

Moved: J. Blanchard

Seconded: Councillor Cammaert

That West Elgin Recreation Committee hereby appoints the Recreation Committee as the Blue Flag Beach Committee.

Carried

8. New Business

8.1 Canada Day Celebration - Planning

Councillor Cammaert stated that the Dutton Dunwich Canada Day Committee would be interested in combining events between the two municipalities and as the province is recommending that municipalities work together for funding and celebrations.

A subcommittee is to be formed for Canada Day events of Jenn Blanchard, Jeff Slater and Taraesa Tellier.

8.1.1 Optimist Playground Equipment Update

Chair Ken Neil stated that the Optimist Club will be receiving drawings and quotes from four companies. The Optimist Club is still fundraising for the landscaping and benches.

9. Adjournment

Moved: Councillor Cammaert

Seconded: M. Perry

That West Elgin Recreation Committee hereby adjourn at 8:20 p.m. to meet again at 7:00 p.m. on March 17, 2020.

Carried

Ken Neil, Chair

Jana Nethercott, Recording Secretary

A Framework for Reopening our Province

STAGE 3



July 13, 2020

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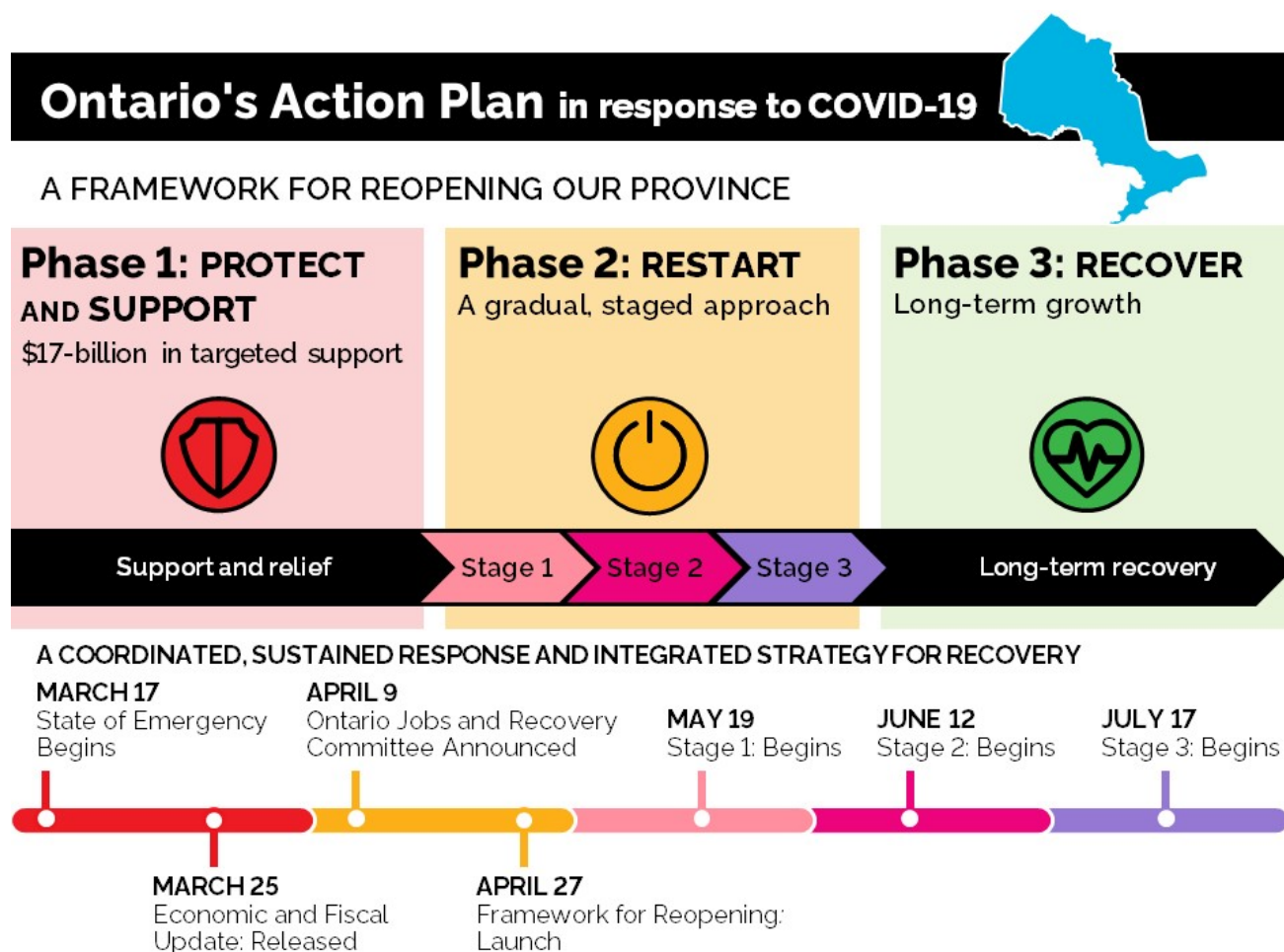


A Framework for Reopening our Province:

Phase 2: Restart — Stage 3

Since the beginning of the COVID-19 pandemic, Ontario has taken coordinated, swift and decisive action to protect and support the health and well-being of people across the province. By working together and following the advice of public health officials, Ontario has made steady progress in the fight against this deadly virus and is on the path to recovery.

The government is continuing its gradual, staged approach to reopening Ontario, restarting the economy and easing the necessary restrictions that were put in place to contain the spread of the COVID-19 outbreak, as outlined in [A Framework for Reopening our Province](#). Guided by public health advice, robust testing and case and contact tracing, and lessons learned through the previous two stages, Ontario is confident and ready to gradually begin entering Stage 3. Building on the regional approach introduced in Stage 2, communities will move into Stage 3 when it is safe to do so, based on trends of key public health indicators.



Nearly all businesses and public spaces will be able to gradually reopen in Stage 3, with public health and workplace safety restrictions in place, while some high-risk venues and activities will remain closed until they can safely resume operations. Based on the advice of the Chief Medical Officer of Health and other health experts, indoor and outdoor gathering limits will also be increased. Physical distancing remains a requirement for all people who are not from the same household or social circle.

In keeping with the gradual approach to reopening the province, Ontario will continue to monitor key public health indicators and some Stage 3 restrictions will be further eased over time when it is safe to do so.

Together, Ontario has made tremendous progress in the ongoing fight against COVID-19, thanks to the sacrifice and hard work of frontline heroes and volunteers, and the personal responsibility shown by the people of the province. Stage 3 does not mean that the fight against this deadly virus is over — far from it. Everyone must continue to be vigilant and follow public health advice and workplace safety guidelines. This will help limit outbreaks and reduce the risk of undoing the significant progress we have made together over the past several months.

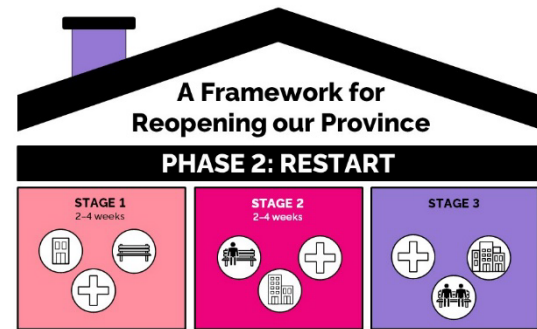
The government's priority is, and will continue to be, protecting people's health and well-being while planning for recovery and growth. That is why it is essential that everyone continues to act responsibly and respectfully towards their fellow citizens by following the advice of public health officials.

As the province moves toward recovery, the government will continue to count on the dedication, innovation and spirit of the people of Ontario. Through everyday actions like buying made-in-Ontario products or safely shopping at local small businesses, together we will make Stage 3 a success and get Ontario's economy growing again.



What Stage 3 Means for You

Stage 3 is another significant step towards fully restarting our economy. In Stage 2, over 90 per cent of economic activity was enabled to resume, which resulted in employment increasing by 377,900 net new jobs in June, including 66,200 jobs in the manufacturing sector.



In Stage 3, more restrictions will be loosened and nearly all businesses and public spaces will reopen, as long as they follow the public health advice and workplace safety guidance necessary to keep everyone safe.

The Chief Medical Officer of Health, public health experts and other officials have advised the following high-risk places and activities are not yet safe to open, due to the likelihood of large crowds congregating, difficulties with physical distancing, or challenges maintaining the proper cleaning and sanitation required to prevent the spread of COVID-19:

- Amusement parks and water parks
- Buffet-style food services
- Dancing at restaurants and bars, other than by performers hired by the establishment following specific requirements
- Overnight stays at camps for children
- Private karaoke rooms
- Prolonged or deliberate contact while playing sports
- Saunas, steam rooms, bath houses and oxygen bars
- Table games at casinos and gaming establishments.

All other businesses and public spaces will be permitted to be open, subject to ensuring the appropriate health and safety measures are in place, as well as limits on gathering sizes. More information on restrictions and gathering limits in Stage 3 is available below.

As more businesses and activities reopen, the Chief Medical Officer of Health and public health experts will continue to closely monitor the evolving situation to advise when more regions can enter Stage 3, if public health restrictions can be further loosened, or if they need to be tightened or reapplied.

Protecting our most vulnerable citizens must continue to be the top priority as Ontario enters Stage 3, and everyone will be responsible for taking the actions necessary to help contain the spread of COVID-19.

A Regional Approach

Building on the successful approach taken in Stage 2, each region of Ontario will be permitted to enter Stage 3 when it is safe to do so. The government's decision will be made in consultation with the Chief Medical Officer of Health and local public health officials, and based on established criteria, including virus spread and containment, health system capacity, public health system capacity and incidence-tracking capacity.

On Friday, July 17 at 12:01 a.m., the following public health unit regions will enter Stage 3:

- Algoma Public Health
- Brant County Health Unit
- Chatham-Kent Public Health
- Eastern Ontario Health Unit
- Grey Bruce Health Unit
- Haliburton, Kawartha, Pine Ridge District Health Unit
- Hastings Prince Edward Public Health
- Huron Perth Public Health
- Kingston, Frontenac and Lennox & Addington Public Health
- Leeds Grenville & Lanark District Health Unit
- Middlesex-London Health Unit
- North Bay Parry Sound District Health Unit
- Northwestern Health Unit
- Ottawa Public Health
- Peterborough Public Health
- Porcupine Health Unit
- Public Health Sudbury & Districts
- Region of Waterloo Public Health and Emergency Services
- Renfrew County and District Health Unit
- Simcoe-Muskoka District Health Unit
- Southwestern Public Health
- Thunder Bay District Health Unit
- Timiskaming Health Unit
- Wellington-Dufferin-Guelph Public Health



The following regions will remain in Stage 2, as additional time is required to assess and monitor any impacts and readiness to move into Stage 3:

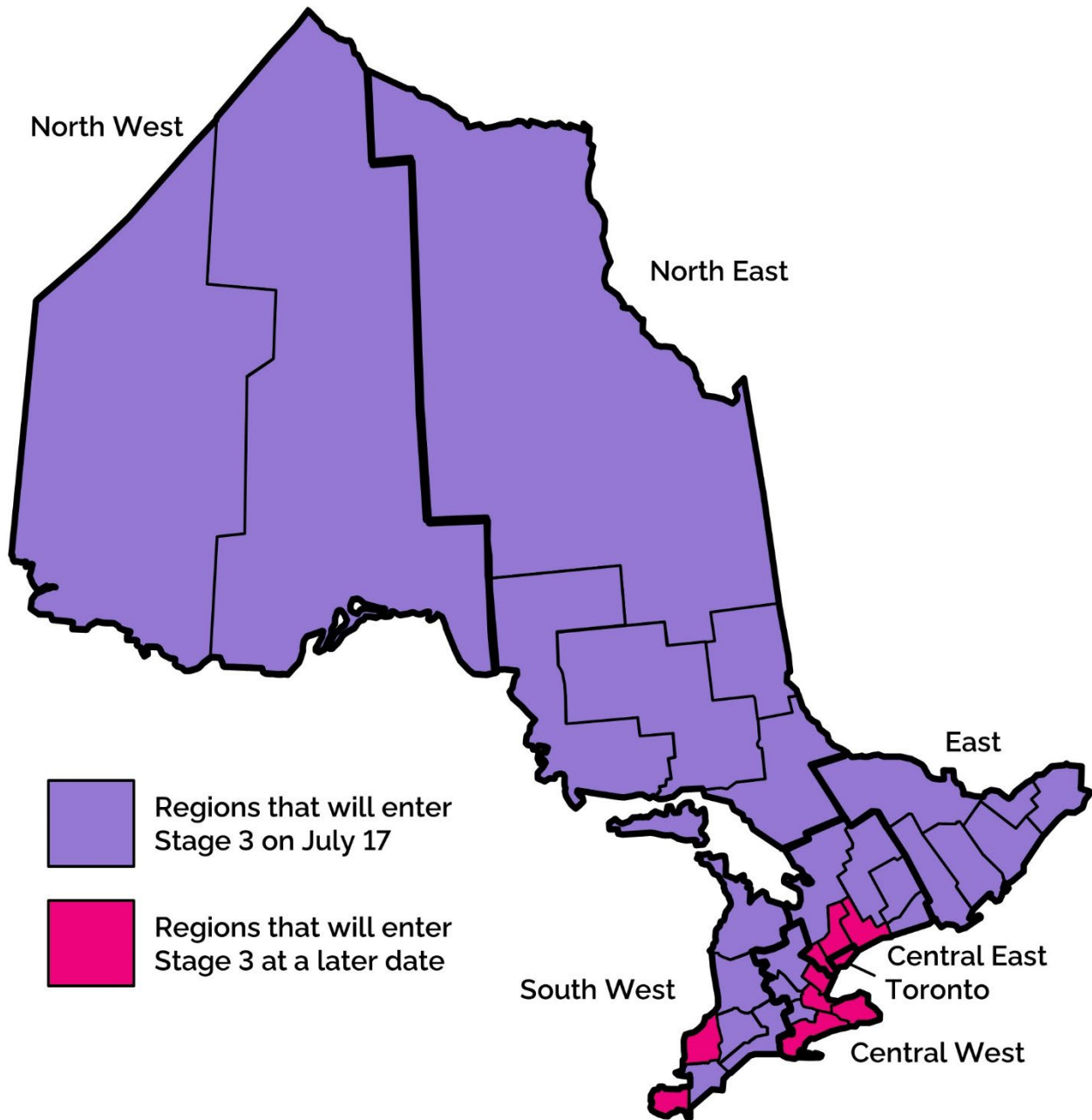
- Durham Region Health Department
- Haldimand-Norfolk Health Unit
- Halton Region Public Health
- Hamilton Public Health Services
- Lambton Public Health
- Niagara Region Public Health
- Peel Public Health
- Toronto Public Health
- Windsor-Essex County Health Unit
- York Region Public Health

The government will provide regular updates on the ongoing assessment of all regions, and whether a specific region or community is ready to move into Stage 3. [Up-to-date information about the Stage 3 status of each region will be available here.](#)



Stage 3: A REGIONAL APPROACH

Map of Ontario Public Health Unit Regions



KEY PUBLIC HEALTH INDICATORS



Virus spread and containment



Health system capacity



Public health system capacity



Incidence tracking capacity

Working Together to Reopen

Collaboration and innovation will continue to be essential for Ontario's successful economic recovery.

The government will work with businesses and sectors that are either not able to reopen in Stage 3, or who are experiencing significant challenges opening with restrictions, to explore how these organizations could safely resume operations as Ontario gradually reopens, while implementing public health and workplace safety measures.

Reopening our Province:

Businesses unable to reopen in Stage 3 or are experiencing challenges with restrictions can work with the government on a reopening plan at [Ontario.ca/reopen](https://ontario.ca/reopen)



Those that are unable to open or are facing difficulties in operating under the Stage 3 restrictions may visit [Ontario.ca/reopen](https://ontario.ca/reopen) to submit a reopening proposal. The proposal should include details on measures businesses and services will implement to keep patrons and workers safe. Businesses and sectors are also encouraged to use the government's [guide to developing a workplace safety plan](#) and the [Ministry of Health's Guidance Document for Essential Workplaces](#). Government officials will work collaboratively with sectors that are developing plans to safely reopen, where feasible.

What You Need to Know to Stay Safe







As Ontario works towards recovery, acting responsibly and respectfully towards each other will help keep family, friends, colleagues and neighbours safe.

Everyone can make Stage 3 a success by:

	Maintaining physical distancing of at least two metres from people outside of your household or social circle		Wearing a face covering in indoor and outdoor public spaces where physical distancing is a challenge
	Washing your hands frequently with soap and water		Using an alcohol-based hand sanitizer if soap and water are not available
	Practising good hygiene (covering a cough and sneeze and avoiding touching your face)		Cleaning frequently touched surfaces more often
	Limiting indoor gatherings to a maximum of 50 people, or less, to maintain physical distancing		Limiting outdoor gatherings to a maximum of 100 people, or less, to maintain physical distancing
	Staying at home and away from others if you are feeling ill or have symptoms of COVID-19		Downloading the COVID Alert app, when launched, to be notified if you have been in contact with anyone with COVID-19
	Working from home or remotely as much as possible		Minimizing travel and self-isolating for 14 days after all international travel
	Protecting the most vulnerable by following public health advice		Getting tested if you are worried you have or have been in contact with someone who has COVID-19

Based on community needs, some municipalities and local medical officers of health have exercised their authority for more restrictions or requirements, such as mandatory face coverings in commercial establishments or all indoor public spaces. [Be sure to check your local public health unit's or municipality's website.](#)

Workplaces and businesses can help make Stage 3 a success by developing a COVID-19 safety plan that includes:

	Enabling physical distancing by redesigning spaces/interactions and implementing flow management		Cleaning and disinfecting equipment and high-touch surfaces as frequently as is necessary to maintain a sanitary environment
	Consider recording each patron's name and contact information to support effective contact tracing that helps keep everyone safe		Consider requiring all customers to book an appointment in advance, wherever possible, for the purposes of physical distancing, flow management and contract tracing
	Assigning seating or spaces where possible to ensure physical distancing		Following sector-specific workplace safety guidance and tips available at Ontario.ca/COVIDsafety

Keeping Workplaces Safe

To help people, businesses and communities prepare for Stage 3, the government, in partnership with Ontario's health and safety associations, has released [more than 170 health and safety guidance resources](#) covering a wide range of workplaces.

Throughout Stage 1 and Stage 2, these resources have supported businesses and organizations in the development of their own workplace policies and safety plans to protect their employees and customers.

As restrictions are eased and the province safely and gradually reopens, businesses are strongly encouraged to continue to allow people to work remotely wherever possible to contain the spread of COVID-19. Businesses are also encouraged to review and update their [COVID-19 safety plan](#).

By taking this responsible approach to reopening, Ontario is continuing down its path to recovery, eventually returning to a position of strength as the economic engine of Canada.

Stage 3: Restrictions on Gatherings

NEW Gathering Limits

Based on the advice of the Chief Medical Officer of Health and public health experts, gathering limits for regions in Stage 3 will increase. The gathering limit of 10 people indoors or outdoors will continue to apply for regions in Stage 2 until they enter Stage 3. Social circles should continue to be kept at 10 people province-wide, regardless of stage.



Indoor gathering limits will increase to a maximum of **50 people**.



Outdoor gathering limits will increase to a maximum of **100 people**.



In all cases, individuals are required to continue to maintain **physical distancing of at least two metres** with people from outside their households or social circles.



All businesses, services and public spaces **when hosting an event** are subject to indoor or outdoor gathering limits and ensuring physical distancing can be maintained.



People at their place of work, including performers and crews, **do not** count towards gathering limits.



People gathering indoors for religious services, rites or ceremonies, and wedding ceremonies or funeral services, can continue to fill up to **30 per cent of the capacity** of the particular room, as introduced in Stage 2.

When Do Gathering Limits Apply?

Based on the advice of the Chief Medical Officer of Health and other public health experts, gathering limits apply to higher risk settings and activities where people congregate, including:

- All organized or spontaneous indoor and outdoor events and social gatherings (e.g., parties, fundraisers, fairs, wedding receptions, funeral receptions)
- Casinos, bingo halls and gaming establishments
- Concerts and live shows, including performing arts
- Convention centres and other meeting or event spaces
- Facilities for sports and recreational fitness activities (e.g., gyms, fitness studios)



- Festivals
- Recreational attractions, courses and instruction (e.g., fitness classes, music lessons, tutoring)
- Movie theatres
- Real estate open houses
- Sporting and racing events
- Tour and guide services (including boat tours)

Indoor gathering limits apply to events that are fully or partially indoors. Indoor events and gatherings cannot be combined with an outdoor event or gathering to increase the applicable gathering size.



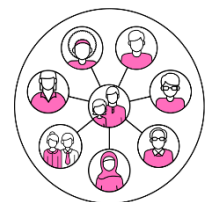
Businesses and sectors unable to open or facing significant difficulties in operating under Stage 3 restrictions are invited to visit [Ontario.ca/reopen](https://ontario.ca/reopen) to work with the province on a reopening plan.

Social Circles

A social circle is a group of up to 10 of the same people who can interact with one another without physical distancing, regardless of which stage of reopening their region is in.

Social or public gatherings may include different social circles, but are subject to gathering limits and physical distancing of at least two metres.

[Learn more about social circles.](#)



Stage 3: Additional Restrictions

To prevent the spread of COVID-19, public health measures and workplace safety restrictions apply to businesses and services permitted to reopen in Stage 3. Businesses and organizations are required to operate in compliance with all applicable laws, including the *Occupational Health and Safety Act*, and the advice, recommendations and instructions of public health officials.

The following information provides an overview of some of the conditions and restrictions in place.

Amusement Parks and Water Parks

- Amusement parks and water parks are not yet permitted to open in Stage 3.

Casinos and Charitable Gaming Establishments

- Casinos and charitable gaming establishments are subject to gathering limits and physical distancing measures, which apply to the entire facility.
- Staff do not count towards gathering limits.
- Any equipment being used by patrons, including slot machines and electronic gaming machines, must be cleaned and disinfected as frequently as is necessary to maintain a sanitary environment.
- Table games must remain closed.

Convention Centres, Meeting and Event Spaces

- Convention centres, meeting and event spaces are subject to physical distancing measures and gathering limits, which apply to the entire facility.



Businesses and sectors unable to open or facing significant difficulties in operating under Stage 3 restrictions are invited to visit [Ontario.ca/reopen](https://ontario.ca/reopen) to work with the province on a reopening plan.

Facilities for Sports and Recreational Fitness Activities

- Examples of facilities for sports and recreational fitness activities include gyms, fitness studios, and community centres.
- Physical distancing must be maintained, except if playing a team sport or as needed for personal training.
- The total number of people permitted in areas containing weights or exercise machines is limited to the number of people that can maintain physical distancing of at least two metres, which cannot exceed the indoor gathering limit of 50 people.
- The total number people permitted in classes or organized activities at any one time is limited to the number of people that can maintain physical distancing of at least two metres, and cannot exceed the indoor gathering limit of 50 people or the outdoor limit of 100.
- Assigned spaces are strongly recommended for organized fitness classes (e.g., by marking circles on the floor to designate where each person should exercise).
- Gathering limits do not apply in all other areas (e.g., pools, tennis courts and rinks).
- Equipment must be cleaned and disinfected between user sets or at the end of a game.
- Any washrooms, locker rooms, change rooms, showers or similar amenities made available to the public must be cleaned and disinfected frequently.
- Steam rooms and saunas are not yet permitted to open.

KEEP RECREATIONAL ACTIVITIES SAFE

Read workplace guidance to help develop and update your COVID-19 safety plan:

- [Facilities maintenance](#)
- [Parks and recreation](#)
- [Live performance sector](#)
- [Outdoor recreation](#)

Fitting Rooms

- Fitting rooms at retail settings were permitted to reopen with restrictions in Stage 1 and Stage 2.
- All fitting rooms may reopen, as long as patrons are not permitted to occupy adjacent fitting room stalls at any one time.
- Cleaning and disinfection between fitting room customers should continue.

Interactive Exhibits at Museums, Attractions and Heritage Institutions

- Attractions and heritage institutions, including museums, galleries, aquariums, zoos, science centres, landmarks, historic sites and similar attractions were permitted to reopen in Stage 2.
- In addition to the exhibits opened in Stage 2, high-contact surfaces such as interactive exhibits and displays may open. They must be cleaned and disinfected frequently.
- All special events, instructional classes and performances at these locations are subject to gathering limits and physical distancing measures.

Libraries

- Libraries were permitted to resume limited on-site services in Stage 2.
- In addition to the services resumed in Stage 2, libraries may reopen for all on-site services, as long as materials that are circulated, returned or accessed within the library are disinfected or quarantined before being recirculated.

Live Shows, Performing Arts and Movie Theatres

Concerts, artistic events, theatrical productions, performances, and movie theatres may resume operations, including rehearsals, with the following restrictions:

- Performers must maintain physical distancing of two metres from every other person, except from other performers where necessary for purposes of the performance.
- Audiences are subject to the number of people that can maintain physical distancing of at least two metres and cannot exceed gathering limits of 50 indoors and 100 outdoors. This applies to the entire facility, regardless of the number of theatres or performance stages within the facility.
- Performers and staff are not included in the gathering limits.
- Plexiglass or some other impermeable barrier is required between the audience and singers as well as players of brass or wind instruments.
- Drive-in and drive-through venues, as permitted in Stage 2, are not subject to gathering limits.
- Concessions stands at drive-through venues may be accessed in-person or by drive-through or delivery to vehicles.



Personal Care Services

- Personal care services, including but not limited to hair salons, spas, tanning salons, tattoo studios, diet centres and beauty salons, were permitted to open in Stage 2.
- In addition to the services permitted in Stage 2, all services that tend to a customer's face are permitted (e.g., facials, ear piercing, eyebrow grooming and eyelash extensions).
- Patrons must wear face coverings except while receiving services on an area of their face that would otherwise be covered by a face covering.
- Workers must wear appropriate personal protective equipment (PPE).
- Personal care services must take measures to enable physical distancing between patrons, such as limiting the number of people who may be in the business at any one time.
- Businesses should consider operating by appointment wherever possible.
- Businesses should also consider recording each patron's name and contact information to support effective contact tracing in case of an outbreak.
- Oxygen bars, bath houses, steam rooms and saunas are not yet permitted to open.

KEEP PERSONAL CARE SERVICES SAFE

Read workplace guidance for [personal care services](#) to help develop and update your COVID-19 safety plan.

The [Workplace PPE Supplier Directory](#) has a list of Ontario companies ready to supply PPE.

Playgrounds and Play Structures

- Outdoor playgrounds and play structures are permitted to reopen in Stage 3.
- Physical distancing of at least two metres must be in place at all indoor playgrounds and play structures, except between individuals from the same household or social circle.

Recreational Courses and Instruction

- Examples of recreational courses and instruction include music lessons, language classes, tutoring and art classes.
- All instructional classes are subject to gathering limits.
- Physical distancing must be in place for participants, other than when necessary for instruction. Face coverings are recommended in those situations.
- Equipment must be cleaned and disinfected frequently.
- Plexiglass or some other impermeable barrier and physical distancing are required for any instruction that involves singing or playing wind or brass instruments.

Recreational Attractions and Businesses

- In Stage 2, outdoor recreational facilities that operate low-contact attractions and activities were allowed to reopen. Indoor recreational activities can resume in Stage 3.
- Examples of indoor recreational facilities and attractions include arcade rooms, escape rooms, bowling alleys, and pool halls.
- Physical distancing of at least two metres must be in place.
- Equipment must be cleaned and disinfected frequently.
- Karaoke is permitted only outside of private karaoke rooms, which are not yet able to open in Stage 3, with restrictions including barriers, physical distancing and increased cleaning and disinfecting.

Restaurants, Bars and Nightclubs

- All restaurants, bars, concession stands, and other food and drink establishments may open for indoor dine-in.
- Nightclubs are not yet safe to open, except for the purpose of serving food or drinks to patrons in accordance with the conditions that apply to restaurants and bars.
- All patrons must be seated when eating or drinking at the establishment.
- Establishments must take appropriate measures to ensure physical distancing of at least two metres between patrons from different tables, unless separated by plexiglass or some other impermeable barrier.
- Buffet-style service is not yet permitted in Stage 3.
- Singing or music may be performed by a person or group at the restaurant or bar, with restrictions, including barriers between the performers and patrons and physical distancing. Dancing may only be performed by someone working at the establishment with restrictions.
- Karaoke is permitted only outside of private karaoke rooms, which are not yet permitted to open in Stage 3, with restrictions including barriers, physical distancing and increased cleaning and disinfecting.
- Physical distancing of two metres between patrons from different households or social circles also continues to apply to food trucks, food courts, concession stands and tours, including tastings at wineries, breweries and distilleries.

KEEP DINING SAFE

Read workplace guidance for [restaurants and bars](#) to help develop and update your COVID-19 safety plan.



Team Sports and Live Sporting Events

- Prolonged or deliberate contact while playing sports is not permitted.
- Team sports in which body contact between players is either an integral component of the sport or commonly occurs while engaged in the sport (e.g., wrestling, judo) are not yet permitted, unless the approach can be modified to prevent prolonged or deliberate physical contact.
- Amateur and recreational sports leagues may resume so long as they do not allow prolonged or deliberate physical contact between players or if they have modifications to avoid physical contact between players.
- Leagues must contain no more than 50 participants total. If participants in a league exceed 50, the league may divide into smaller groups of no more than 50. Players are not yet permitted to play against players outside of their league or group.
- Spectators at all sporting events, including professional sports, will be subject to gathering limits and physical distancing measures, with assigned seating where possible.

Tour and Guide Services

- For tour and guide services, including boat tours, the number of patrons is subject to gathering limits.
- Physical distancing of at least two metres must be maintained between all individuals, except for those from the same household or social circle.
- The outdoor gathering limit of 100 applies if patrons will be outside for the duration of the tour except to access washrooms, in transit to an outdoor area, or for health and safety reasons.
- As with other gatherings and events, the indoor gathering limit of 50 applies if the gathering is fully or partially indoors.



Beyond Stage 3: A Path to Recovery

The health and well-being of the people of Ontario will continue to guide every step of the government's response to COVID-19. The success of Stage 3 will be critical for Ontario's long-term economic recovery. As more businesses and activities reopen, the Chief Medical Officer of Health and public health officials will continue to closely monitor the evolving situation to advise when more regions can enter Stage 3, if public health restrictions can be further eased, or if they need to be tightened or reapplied.

With almost all businesses and public spaces reopening in Stage 3, Ontario has put enhanced case and contact management in place to quickly test, trace and isolate cases of COVID-19 to prepare for any future outbreaks, surges or waves. Just as important, people must continue to follow public health advice and workplace safety guidelines to keep each other safe. This is about treating each other with respect and taking personal responsibility, so that we can successfully beat COVID-19 and get on the path to a strong recovery.

The COVID-19 pandemic has affected everyone. As more of the province safely and gradually reopens, people are encouraged to support small businesses in their communities, shop local and look for products that are Ontario made. We are all in this together, and together we will emerge stronger than ever before.

The Ontario Spirit will continue to carry us forward as we work towards recovery and begin building a brighter and more prosperous future for every family, in every region of our province.

Additional Resources

- [Find workplace safety guidance documents to prepare for reopening.](#)
- [Work with the government on a reopening plan.](#)
- [Develop your COVID-19 workplace safety plan.](#)
- [Learn more about Stage 2 of reopening.](#)
- [Learn more about Stage 1 of reopening.](#)
- [Learn more about *A Framework for Reopening our Province*.](#)
- [Read Ontario's enhanced case and contact management strategy.](#)
- [Learn more about social circles.](#)
- [Learn more about Ontario's approach to reopening schools for the 2020-21 school year.](#)
- [Learn more about reopening child care centres.](#)
- [Learn more about the first phase of *Ontario's Action Plan: Responding to COVID-19*.](#)
- [Provide your input on the economic impacts of COVID-19 and the next phase of *Ontario's Action Plan*.](#)
- [Visit Ontario's website to learn more about how the government continues to protect people from COVID-19.](#)



COVID-19 (Novel Coronavirus) Sports and Recreational Fitness Facilities

Guidance for Safely Reopening Gyms, Fitness Studios and Community Centres

July 23, 2020

Key Points

- Gathering limits apply to gyms, fitness studios and community centres.
- Gathering limits for **indoor** gyms, fitness studios and community centres is **50 people**.
- Gathering limits for **outdoor** gyms, fitness studios and community centres is **100 people**.
- Physical distancing of **at least 2 metres** (6 feet) between participants, enhanced cleaning and disinfection throughout the facility, wearing of face coverings when physical distancing is difficult, and strict promotion of hand hygiene and respiratory etiquette are critical to safe reopening.
- Food and beverage sales or operations within gyms, fitness studios and community centres must comply with the Food Premises Regulation and adhere to best practices while operating.

The COVID-19 pandemic is evolving rapidly. This guidance is subject to change. Please visit the Southwestern Public Health website (www.swpublichealth.ca/) regularly for updates and additional guidance.

This document provides guidance for businesses reopening facilities for **gyms, fitness studios, and community centres**. For all other outdoor and indoor facility guidance and recommendations (e.g. soccer fields, baseball diamonds, indoor pools, ice rinks etc.) please go visit [here](#).

Gyms, fitness studios and community centres may reopen as part of the Province of Ontario's [Framework for Reopening Plan: Stage 3](#).

Gathering limits for gyms, fitness studios and community centres apply as follows:

Indoor gyms, fitness studios, community centres	50 people
Outdoor gyms, fitness studios, community centres	100 people

COVID-19 (Novel Coronavirus)

Sports and Recreational Fitness Facilities

These gathering limits apply to the entire facility. People at their place of work (e.g. fitness instructors, cleaners, front desk reception), **do not** count towards gathering limits. Indoor gathering limits apply to events that are fully or partially indoors. Indoor events and gatherings cannot be combined with an outdoor event or gathering to increase the applicable gathering size. If these gathering restrictions produce significant difficulties for your facility to operate, owners/operators are invited to visit www.Ontario.ca/reopen to work with the province on a customized reopening plan.

Other key conditions for reopening include:

- All facilities are required to engineer their spaces, so individuals are able to maintain the required physical distancing of at least two metres (6 feet) between participants.
- A plan for enhanced cleaning and disinfection needs to be in place.
- A plan to promote and support excellent hand hygiene and respiratory etiquette to patrons needs to be in place (e.g., signage, availability of hand sanitizer).
- The wearing of face coverings is strongly recommended when physical distancing is difficult to achieve.
- Steam rooms and saunas are not permitted to open at this time.

Staff Screening

Before each shift, please actively **screen** staff to identify if they:

1. Have **symptoms** of COVID-19 such as fever, cough, or difficulty breathing.
2. Have had contact with a confirmed case of COVID-19 in the past 14 days.
3. Have been instructed by public health to self-isolate due to travel or contact history.

Any staff that answers “yes” to any of these conditions should be sent home and advised to follow public health guidance. Staff should be reminded to stay home if they are sick.

General Facility Considerations

- Facility ventilation systems should be both operational and appropriate for the activities practiced within.
- Support healthy indoor air quality by:
 - o Maintaining appropriate humidity levels.
 - o Limiting the use of overhead ceiling fans or portable pedestal fans as much as possible. If fans are used, minimize air flow that directs current from one person directly toward another.
 - o Air filters used in ventilation systems should consider MERV-14 or High Efficiency Particulate Air (HEPA) rated filters.
- Provide natural ventilation by opening windows and doors wherever possible to increase air flow. Remove communal items such as magazines and complimentary phone chargers.

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Sports and Recreational Fitness Facilities

Control Access

- A staff member should always be present when the facility is open. If patrons have uncontrolled access, then it may not be possible to ensure that rules regarding physical distancing are followed and that disinfection of equipment between uses is occurring. Unrestricted access 24 hours a day without staff present should be suspended (if this is normally offered).
- Consider implementing a booking system to allow patrons to book specified time slots, with a limited number of patrons at each time. Allow adequate time between time slots to ensure that proper cleaning and disinfection can occur and to reduce crowding at check-in.
- Encourage patrons to use the [COVID19 Online Self-Assessment Tool](#) or screening checklist before every visit to the facility and/or set up screening stations away from the entrance to avoid crowding.
- Manage customer entry points by placing tape markers or cones every two metres (6 feet) to provide patrons with a visible queue that encourages physical distancing.
- Consider keeping a log of the names and phone numbers for all customers with a check-in time so they can be traced later if necessary. This is **not** a requirement, only a strong recommendation.

Group Fitness Classes

- The total number of people permitted in classes or organized activities at any one time is limited to the number of people that can maintain physical distancing of at least two metres or six feet (and cannot exceed the indoor gathering limit of 50 people or the outdoor limit of 100).
- Assigned spaces are strongly recommended for organized fitness classes (e.g. by marking circles on the floor to designate where each person should exercise).
- For high-intensity class (e.g. Zumba®, Spin®/cycle class, hot yoga, boot camp)
 - o Reduce the overall number of participants in classes to ensure that a minimum distance of 3 metres (10 feet) is maintained in all directions of each participant.
 - o Increase physical distance, or install physical barriers, between the instructor and participants.
 - o Participants should be encouraged to bring their own equipment. If this is not possible, equipment provided should be thoroughly cleaned and disinfected between uses. Ensure that adequate time is allowed for proper cleaning and disinfection.
 - o Instructors should be assigned and wear microphones to reduce the need for shouting. Participants singing along to the music or shout back at the instructor should be discouraged.
 - o Consider creating cohorts of classmates by assigning specific times for the same participants to partake in classes.
 - o Reduce opportunities for classmates to gather before and after a class within the facility.
 - o Ensure group fitness classrooms are well ventilated (e.g. open windows if possible).
- Low intensity fitness classes (e.g. Yoga, Pilates)

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Sports and Recreational Fitness Facilities

- Participants should be encouraged to bring their own equipment.
- Shared equipment should be cleaned and sanitized between users.
- Where fitness activities involve participants in close proximity to the floor, the floor should be cleaned thoroughly between each class.
- Participants should maintain 2 metres (6 feet) distance between each other at all times.

Weight Rooms and Exercise Machines

- The total number of people permitted in areas containing weights or exercise machines is limited to the number of people that can maintain physical distancing of at least two metres (6 feet) and cannot exceed the indoor gathering limit of 50 people.
- Consider using markers on the floor to define designated areas and manage flow of participants.
- Provide patrons with either disinfectant wipes or disinfectant in a spray bottle and paper towels for disinfecting equipment and surfaces.
 - Disinfectants for patrons should be conveniently located. Patrons should be required to wipe down the equipment before and after use. Discontinue use of re-usable towels and cloths.
 - Consider increasing frequency of cleaning and disinfecting of equipment by staff.
- Where possible, increase the space between cardio machines to achieve adequate distancing between users
 - Note: If it is not possible to space cardio machines far enough apart, other measures should be considered, such as only allowing patrons to use every other machine (i.e. not allowing two machines next to each other to be used at the same time) or creating physical barriers between machines.
 - Consider greater distances (3 metres or 10 feet) between aerobic fitness equipment where high exertion is common (e.g., treadmills, rowing machines, stationary bikes).

Signage

- Post a **sign** at the entrance reminding customers who are sick to delay their visit.
- Post signs throughout the facility to make patrons aware of the physical distancing requirements, enhanced sanitation procedures (including reminders for members to wipe equipment before and after each use), and any other instructions and limitations, as applicable. Sample posters are found in the additional resources below.
- Consider use of directional arrows to indicate flow and/or setting up tape or ropes to organize potential line ups, respecting physical distancing.

Enhanced Cleaning and Disinfection

- Enhanced **Cleaning and Disinfection** is critical to reducing the risk of COVID-19 transmission.
- It is important to first clean, then disinfect surfaces.

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Sports and Recreational Fitness Facilities

- Clean and sanitize high-touch surfaces frequently (door handles, countertops).
 - o Wipe down debit machine between customers with a disinfectant/sanitizer
- Whenever possible, use contactless forms of payment and check-in.
- Provide alcohol-based hand sanitizer (70-90% alcohol concentration) or handwashing stations at entry and exit points and throughout the facility and encourage their use.
- Most regular household cleaning products are effective at eliminating the virus. Cleaning and disinfectant products should have an 8-digit Drug Identification Number (DIN) to confirm it is approved for use in Canada. Check the expiry dates of products and always follow the manufacturer's instructions.
- Cleaning/disinfection wipes should only be used for surfaces, and according to the manufacturer's instructions. Alternatively, chlorine bleach solutions may be used for disinfection. Prepare fresh **bleach solution** daily.
- Educate staff on proper use of cleaning agents and disinfectants, including required disinfectant contact times (amount of time that the product will need to remain wet on a surface to achieve disinfection). Understand safety precautions and requirement for use of mask and gloves

Gym Facilities

- Washrooms, locker rooms, change rooms and showers
 - o Encourage patrons to arrive at the gym or fitness centre in workout clothes and to avoid using locker rooms on site.
 - o When locker rooms are used, a disinfectant spray or wipes should be available for patrons to disinfect locker contact surfaces before and after use.
 - o Clean and disinfect **washrooms**, locker rooms, change rooms and showers frequently.
 - o Set capacity limits for locker rooms and adjust lockers to support physical distancing.
 - o Remove self-serve and common-use items such as hair dryers.
 - o Ensure washrooms are always stocked with liquid soap and paper towel. Antibacterial soap is not required to prevent the spread of COVID-19.
- Encourage physical distancing and discourage congregating
 - o Patrons should be encouraged to conduct their workout and exit the facility without unnecessary delay. Equipment should not be shared or used simultaneously (e.g. working in sets).
- Drinking fountains and water bottle filling stations
 - o Ensure frequent cleaning and disinfecting according to manufacturer's recommendations.
 - o Place signage at water fountains advising users to:
 - Avoid placing their mouth on the spout of the fountain or allowing their water bottle to come into contact with the nozzle.
 - Wash hands with soap and water or use an alcohol-based hand sanitizer (70-90% alcohol concentration) if the fountain requires touching of buttons or levers.
 - o If possible, recommend patrons bring their own water supply to reduce amount of use fountains receive.

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Sports and Recreational Fitness Facilities

Guidance on Food and Beverages

- Premises which provide or sell food must operate in compliance with the Food Premises Regulation.
- Thoroughly clean and disinfect the premises before opening
 - o Wash, rinse and sanitize all food contact surfaces
 - o Clean and disinfect all non-food contact surfaces, including high touch areas, such as, door handles and equipment knobs
 - o Clean and disinfect all high touch surfaces at least twice daily during operation
- Check the condition of all food and discard unfit products.
- Ensure all equipment is in good working condition.
- Ensure staff are trained on best practices to serve food and beverages.
 - o Train staff on the proper use of gloves and face masks.
 - o Gloves are not required, but if used, must be changed between tasks and frequently, with handwashing between uses.
 - o Encourage frequent handwashing using the correct technique and to avoid touching one's face with unwashed hands.
 - o Practice safe respiratory etiquette (i.e. cough or sneeze into a bent elbow, and immediately wash your hands with soap and water).
- For more information on operating a restaurant please see [Guidance for Restaurant Re-Opening](#).

Personal Protective Equipment (PPE)

- Staff should wear a non-medical mask when they are not separated by a physical barrier or in instances where physical distancing of 2 metres (6 feet) is difficult.
- Participants should wear a non-medical mask when physical distancing of 2 metres (6 feet) is difficult (e.g., when entering and exiting the facility, in common areas like the locker room or in washrooms).
- Face coverings should **not** be worn during intense physical activity:
 - Face coverings and face shields cannot be assured to stay in place.
 - There is some evidence to suggest that wearing a face covering during high intensity activity could have negative health effects.

Physical distancing as described above is especially imperative in this situation.

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Sports and Recreational Fitness Facilities

Additional Resources

Posters:

- [Do Not Enter if Sick](#)
- [Physical Distancing](#)
- [How to Wash Your Hands](#)
- [How to Sanitize Your Hands](#)

Assessment:

- [COVID-19 Online Self-Assessment Tool](#)

References

[Guidance for sport, physical activity and recreation--Albert Health](#)
[A Framework for Reopening our Province--Stage 3](#)

Guidance and Requirements for Multi-Use Sport and Recreational Facilities as per Stage 3 Reopening Framework

OUTDOOR FACILITIES				
Facility Type	Guidance document with public health measures to be followed	Maximum # of people permitted to gather/ attend	Is physical distancing of 2 meters required? Y/N	Does the equipment need to be cleaned and disinfected? Y/N
Soccer Fields	Not available	50 players (per league) No more than 100 spectators are permitted at outdoor soccer tournaments	Players are not required to physically distance from others when playing a team sport. However, prolonged, or deliberate contact is not permitted. Spectators are required to physically distance themselves from others outside their household or social circle.	Yes, equipment must be cleaned at the end of a game. Any washrooms change/locker rooms available are to be cleaned and disinfected frequently (i.e. before and after use). To prevent overcrowding in change/locker rooms, encourage players to dress at home.
Baseball Diamonds	Not available	50 players (per league) No more than 100 spectators are permitted at outdoor baseball tournaments		
Tennis Courts	Not available	Gathering limits do not apply to tennis courts. However, if a tennis tournament is held, the gathering limit for spectators is 100.		
Splashpads and Pools	Please see Guidance for Splashpads, Public Pools, Wading Pools, Spas	Not indicated	Yes	Please see guidance document for direction
Parks and Green Space	Please see Guidance for Parks and Green Spaces	Not defined for general use; 100 for outdoor events	Yes, on trails and for general green space use	Not applicable

OUTDOOR FACILITIES

Facility Type	Guidance document with public health measures to be followed	Maximum # of people permitted to gather/ attend	Is physical distancing of 2 meters required? Y/N	Does the equipment need to be cleaned and disinfected? Y/N
Playgrounds	Please see Guidance on Community Use of Playgrounds	100	Yes	Please see guidance document for direction

INDOOR FACILITIES

Facility Type	Guidance document with public health measures to be followed	Maximum # of people permitted to gather/ attend	Is physical distancing of 2 meters required? Y/N	Does the equipment need to be cleaned and disinfected? Y/N
Public Washrooms	Please see Guidance for Public Washrooms	Not defined	Yes. Consider implementing crowd control measures by limiting the number of people permitted to enter the washroom at one time.	Please see Guidance for Public Washrooms
Indoor Gyms, Fitness Studios and Community Centres	Please see Guidance for Indoor Gyms, Fitness Studios and Community Centres	50	Yes	Equipment must be cleaned between sets or classes. Any change/ locker rooms made available to the public must be cleaned and disinfected frequently. To prevent overcrowding in change rooms, encourage patrons/players to change/shower at home.
Indoor Pools and Ice Rinks	Please see Guidance for Pools as well as Public Health Principles for Public Spaces	Gathering limits do not apply in pools and on ice rinks, however no more than 50 spectators are permitted to watch indoor hockey, skating or swimming	Yes, on pool deck and in seating areas, common areas of arenas	

IMPORTANT OPERATIONAL REQUIREMENTS AND ALLOWANCES

- Any washrooms, change rooms, locker rooms, showers or other similar amenities made available to the public must be cleaned and disinfected frequently. Please see our Guidance for Public Washrooms.
- Prolonged or deliberate contact while playing sports is not permitted.
- Amateur or recreational sport leagues may resume so long as they do not allow prolonged or deliberate physical contact between players. Soccer, baseball, tennis and other leagues may resume under this principle of no prolonged or deliberate contact.
- Leagues must contain no more than 50 participants. If the league contains more than 50 participants, it can be broken down into smaller groups. Players are not yet permitted to play against other players outside their league or group.
- Sporting and racing events are subject to outdoor gathering limits of 100. Specifically, spectators of sporting events including professional sports, will be subject to gathering limits and physical distancing measures, with assigned seating where possible. Therefore, outdoor sporting tournaments such as a baseball or soccer tournament would be considered a sporting event and should not exceed more than 100 spectators in total.
- Encourage staggered start times for games at recreational facilities to prevent large crowds from congregating.

COVID-19 (Novel Coronavirus) Public Washrooms

Guidance for Public Washrooms

July 30, 2020

Public washrooms are essential facilities in our communities, especially as the weather improves and public spaces begin to open. Since public washrooms can be used by anyone, precautions will be needed given the risks of COVID-19.

COVID-19 transmission can occur when people are in close proximity to one another. The virus is spread through droplets or by touching a surface infected with COVID-19. Since the virus has been found in feces, some changes in public washrooms may be necessary to reduce the spread of COVID-19. The following mitigation guidelines can be used to reduce the risk of contracting respiratory infections, including COVID-19.

On July 30, 2020, Southwestern Public Health issued a letter of instruction to businesses to implement mandatory face coverings in all enclosed public spaces in Oxford County, Elgin County and the City of St. Thomas. Here are [additional details](#) and [FAQ](#) about this Letter of Instruction.

Guidelines for using public washrooms

Reduce the risk of transmission:

- Stay home if you are feeling unwell. Complete the self-assessment tool at www.covid19checkup.ca/ and get tested if you have symptoms of COVID-19. Do not visit public washrooms when feeling unwell.
- Assess your risk. If you are over the age of 70 or have a chronic health condition you are encouraged to stay home to reduce your risk.
- Wear a face covering. Face coverings are now mandatory inside enclosed public spaces including public washrooms.
- Practice [Physical Distancing](#) (2 metres) when in line and using the public washroom

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Public Washrooms

- Respect all [Provincial Emergency Orders](#) that prohibit social gatherings of a certain size, including when within or outside a public washroom
- Practice [proper hand hygiene](#) and respiratory etiquette (cover your cough or sneeze into a tissue, immediately throw out the tissue and wash your hands)
- When possible, use electronic push buttons or sensors to open doors, turn on sinks and flush toilets
- Upon entering and leaving a public washroom, wash your hands with soap and water for at least 15 seconds
- Try to minimize contact with frequently touched surfaces as much as possible
- Avoid touching your face, nose, and mouth with unwashed hands
- If you start to experience symptoms of COVID-19, go home and [self-isolate](#) immediately, and contact your local health unit.

Guidelines for maintaining public washrooms

- Post signage at the entrance indicating that all persons entering or remaining inside an enclosed public space must wear a face covering.
- Post signage on [proper hand hygiene](#).
- Ensure paper towels and soap are well stocked and restocked often in washrooms
- Support Physical Distancing:
 - Place floor markers 2 metres (6 foot) apart in busier washrooms
 - Post maximum occupancy signs to ensure physical distancing can be maintained
 - Tape off sinks and/or urinals that are not able to meet the 2 metre (6 foot) distancing requirements
- [Clean and disinfect regularly](#):
 - Ensure washrooms are thoroughly cleaned prior to opening for the season
 - All high touched areas/surfaces must be cleaned and disinfected at least 2 times per day
 - This includes door handles, sink taps, toilet handles, stall doors/locks, etc.
 - The frequency of cleaning and disinfection may need to be increases dependent on the amount of use. Please refer to the [Public Health Ontario Guidance Document on Environmental Cleaning](#) for further guidance.

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Public Washrooms

- Create a cleaning protocol to ensure that the public washroom is kept in a clean and sanitary manner and is well stocked.

Additional Resources

[Guidance for Universal Masking for Priority Populations \(SWPH\)](#)

For more information on COVID-19 please visit the [Southwestern Public Health website](#)

[COVID-19 Public Health Principles for Public Spaces \(SWPH\)](#)

COVID-19 (Novel Coronavirus) Outdoor Playgrounds

Community Use of Outdoor Playgrounds and Benches

July 14, 2020

Key Points

- Outdoor playgrounds are permitted to reopen as part of the provincial stage 3 [reopening plan](#)
- Southwestern Public Health will enter stage 3 on [Friday July 17th, 2020](#)
- Outdoor playgrounds are a safe and affordable form of recreation for kids and families to enjoy
- When visiting playgrounds remember to keep a physical distance of two meters from people outside your household or social circle
- Park users are responsible for practicing good [hand hygiene](#) before and after park use

Guidance

Access to affordable recreation is an important indicator of quality of life and can help children and families achieve the recommended amount of [physical activity](#) required to attain optimal health.

Parents and caregivers supervising children at the playground should practice [hand hygiene](#) and ensure the children they are responsible for do not touch their eyes, nose, or mouth while at the playground. It is a good idea to bring hand sanitizer with you to the playground as washrooms may or may not be open and/or supplied with soap. Please be aware that playground equipment is not routinely cleaned or disinfected by municipalities. Parents and caregivers may wish to bring their own disinfectant wipes, should they desire to sanitize the equipment prior to use. Respect any directions on signage posted.

Everyone who visits the playground should practice [physical distancing](#) with other people who are not from their household or social circle. Be mindful of how busy or crowded the playground is at all times. If there are plenty of other children playing on the equipment when you arrive, consider returning later on when the playground is less busy, or play an outdoor game next to the playground until fewer children are present. This will reduce the level of difficulty adhering to physical distancing with others present.

Park benches can be used safely by one person or by members of the same household or social circle.

No person who feels unwell or has [symptoms](#) associated with COVID-19 should be at the playground.

COVID-19 (Novel Coronavirus) Parks and Green Spaces

COVID-19: Public Health Guidance for Parks and Green Spaces

July 13, 2020

Key Points

- As of July 17th, 2020, Gatherings of 100 people outdoors are permitted, as long as physical distancing is maintained.
 - Outdoor playgrounds and play structures are permitted to open.
 - Events such as weddings, movies or yoga in the park can be permitted with up to 100 people if physical distancing is maintained.
 - Clean and disinfect public washrooms as frequently as necessary to maintain a sanitary environment, with extra cleaning/disinfection prior to and following large gatherings.
 - Make hand sanitizer stations available if possible, particularly during public gatherings (i.e. movies, weddings).
-

Preamble

Research shows the availability of parks and green spaces contributes to community health by providing environments that encourage and facilitate both physical health and mental wellbeing. [Access to affordable recreation](#) has been identified as one of many priorities to improve quality of life for everyone in Elgin-St. Thomas and Oxford County (see full report on access to recreation in the [community reports](#) section). Today, the need for affordable recreation and access to green space has been exacerbated by the social and economic challenges many citizens have experienced as a result of the COVID-19 pandemic.

By providing opportunity for recreation and physical activity, municipalities can enable people of all ages to remain resilient, healthy and improve their quality of life during a challenging and unprecedented time. It is important to recognize the benefits that exist within parks and green spaces while mitigating the risks of transmitting COVID-19 to ensure public health and safety. The following recommendations are provided to keep the community safe and healthy while preventing community transmission of COVID-19 within the Southwestern Public Health region.

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Parks and Green Spaces

Provincial Stage 3 Reopening Plan

As of Friday July 17th, Southwestern Public Health will be one of several regions in Ontario moving into stage 3 of the provincial [reopening plan](#). This stage includes an increase to the limit on both indoor and outdoor gatherings. The outdoor gathering limit will increase to a maximum of 100 people. All gatherings are subject to requirements for physical distancing of two meters for all people who are not from the same household or social circle.

Outdoor playgrounds and play structures are permitted to open in Stage 3, which takes effect on Friday July 17th for the Southwestern Public Health region. The reopening of outdoor playgrounds will contribute to the availability of affordable recreation for children and families in our region.

Emergency Orders

Please be aware of provincial emergency orders that remain in effect to know what is permitted. These orders may change, so it is important to keep up to date on changes made by the Province of Ontario. Current orders effecting parks and green spaces include:

Organized public events and certain gatherings

- As of **Friday July 17th**, municipalities within the Southwestern Public Health region may permit outdoor gatherings with a maximum of 100 people as long as physical distancing of two meters can be maintained between people from separate households or social circles.
- With the increase to outdoor gathering size, a wedding, funeral or religious service, rite or ceremony can be permitted in a park or green space with up to 100 people. The person(s) conducting the ceremony or service is responsible for ensuring compliance with this limit. All attendees must comply with physical distancing by remaining at least two meters apart from other attendees unless they are members of the same household or social circle.
- Movies in the park can be permitted with up to 100 people provided that physical distancing of two meters is maintained between people from different households or [social circles](#). Consider encouraging individuals to bring an outdoor blanket or chairs to use while watching the movie and remain in their own personal space or bubble during the movie.
- Yoga in the park can be permitted as long as the group (instructor(s) and participants) does not exceed 100 people as per provincial direction for [stage 3 reopening](#), and as

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Parks and Green Spaces

long as physical distancing of at least two meters can be maintained between participants from separate households or social circles. Participants should be responsible for bringing their own equipment (such as a yoga mat, towel, water bottle, sunscreen, etc.) and not share their personal items with others.

Cleaning and Disinfection of Public Washrooms

Please follow our guidelines for [cleaning and disinfection of public washrooms](#). Any public washroom open and available to gathering attendees are to be cleaned and disinfected “as frequently as is necessary to maintain a sanitary environment.” Southwestern Public Health recommends cleaning and disinfecting prior to and following the service or ceremony as the frequency of use is likely to increase with such gatherings.

Remember to follow the [public health principles for public spaces](#) as they pertain to parks and green spaces. This includes requirements for physical distancing and hand hygiene. Where physical distancing of two meters is not possible or a significant challenge, the use of [non-medical masks or face coverings](#) are recommended.

Hand Hygiene

Consider posting information about proper [hand hygiene](#) and ensure that in addition to cleaning and disinfecting public washrooms, [hand sanitizer](#) stations are made available particularly during public gatherings such as movies in the park. Alternatively, encourage park users to bring their own hand sanitizer in case the washroom is unavailable for use, or the hand soap/ sanitizer is depleted.

Additional Resources

The Public Services Health and Safety Association have issued guidance for [parks and recreation workers](#) and parks and recreation [employers](#).

[COVID-19 and Outdoor Safety](#): Considerations for use of outdoor recreational spaces. *National Collaborating Centre for Environmental Health*, April 17, 2020.

Parks and Recreation: A True Health Solution Infographic. *National Parks and Recreation Association*, July 2017.

COVID-19 (Novel Coronavirus) Splash Pads, Public Pools, Spas and Wading Pools

Guidance for Splash Pads, Public Pools, Spas, and Wading Pools

July 30, 2020

The COVID-19 pandemic is evolving rapidly, and this guidance is subject to change. Please visit the [Southwestern Public Health website](#) regularly for updates and additional information.

All indoor and outdoor swimming pools, outdoor splash pads and wading pools may open to the public. This includes public pools as well as pools situated in hotels, motels, condo parks, resorts, and other private facilities. Hot tubs, waterparks, wave pools and other aquatic features such as slides and climbing features are not permitted to reopen at this time.

On July 30, 2020, Southwestern Public Health issued a letter of instruction to businesses to implement mandatory face coverings in all enclosed public spaces in Oxford County, Elgin County and the City of St. Thomas. Employees must also wear a face covering in enclosed employee spaces if physical distancing is not possible. Businesses have a one-week grace period to prepare and train staff. All policies are required to be in place by 12:00 a.m. on August 6, 2020. Face coverings may be temporarily removed when engaging in an activity where a face covering would inhibit breathing, such as swimming.

Reopening your facility, or any business during these unprecedented times does not go without some risk to staff and patrons. Each facility must decide whether opening under these constraints and with these risks is technically, logistically, and financially feasible.

Owners/operators must notify Southwestern Public Health of their intention to reopen their pool. Notification can be done online at [Southwestern Public Health](#) and a pre-opening inspection will be completed by a public health inspector.

What you should do before re-opening

General Cleaning and Disinfection

- COVID-19 is largely transmitted through respiratory droplets that can spread up to two metres. There is currently no evidence that the virus is transmitted through water, but

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Splash Pads, Public Pools, Spas and Wading Pools

the risk of transmission remains present at any place of work, and any recreational facility. Routine operation, maintenance, and compliance with the regulatory requirements of the [Ontario Public Pools Regulation](#) should kill COVID-19.

- Common cleaners and disinfectants are effective against COVID-19. Only disinfectants with a Drug Identification Number are approved for use in Canada and must be used, with the exception of chlorine bleach.
- Follow standard protocols for routine cleaning and disinfection. In addition to routine cleaning, high touch surfaces like doorknobs, light switches, toilet handles, parking metres, counters, and handrails should be cleaned and disinfected twice daily.
- Water fountain mouthpieces should be frequently cleaned and disinfected in a manner consistent with manufacturer's recommendations.
- Common cleaners and disinfectants are effective against COVID-19. Disinfectants with a Drug Identification Number are approved for use in Canada.
- See fact sheet for [cleaning and disinfection in public settings](#).

Preparing the area

- Post [signage](#) for those entering the area about signs and symptoms of COVID-19. Both the public and staff should be reminded about staying home if feeling unwell.
- Post signage at the entrance indicating that all persons entering or remaining inside an enclosed public space must wear a face covering. This includes washrooms and changing areas.
- Provide facility with one entry point and one exit point, if applicable. If facility only has one entry/exit, put measures in place to provide physical distancing of at least 2 meters and use appropriate signage to direct patrons through the facility.
- The use of markers on the floors and walls is helpful for patrons and staff to know where distancing should be maintained and will guide patrons through the facility.
- Maximum bather load should be reduced by 75% to ensure physical distancing can be maintained. For example, a pool that normally has a maximum bather load of 20 bathers will need to be reduced to a maximum of 5 bathers in the pool / pool area.

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Splash Pads, Public Pools, Spas and Wading Pools

- Consider developing a reservation schedule and limiting the amount of time bathers can spend in the pool.
- Remove seating on the pool deck or reduce the number of seating to provide 2 meters of physical distance. For continuous seating, such as benches, distance markings should be made.
- Limit the capacity in the change rooms, bathrooms, and shower areas to maintain the 2 metre physical distancing recommendations. If needed, close off every other stall, sink, (every two lockers), etc.

What you need to do during operation

- Screen or assess all staff and visitors by asking common COVID-19 questions prior to entering the pool area. For unsupervised facilities, ensure that **signage** is posted advising patrons not to utilize the facility if they suspect they have COVID-19 symptoms. Remind staff to stay home if sick. If they become unwell while at work, they should go home immediately. To determine next steps and who to contact, individuals can complete an **online self-assessment** or contact Southwestern Public Health.
- Staff and visitors must wear a face covering (covering the mouth, nose and chin) when entering enclosed public spaces (including washrooms and change facilities). Face coverings may be temporarily removed when engaging in an activity where a face covering would inhibit breathing, such as swimming. Face coverings can also be removed for an emergency or medical purpose.
- Limit distance travelled through buildings or change rooms – access should be via the shortest direct path.
- If a shower is available on the pool deck (without the need to enter the changeroom), encourage its use.
- Staff and visitors must practice physical distancing by staying at least two metres away from others (additional information for specific settings is below).
- Staff and visitors should be advised to practice good hand hygiene (frequent hand washing, alcohol-based hand sanitizer) and respiratory etiquette (sneezing into a bent elbow or disposable tissue).
 - A **wash your hands poster** can be placed in washrooms

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Splash Pads, Public Pools, Spas and Wading Pools

- Equipment that is rented or loaned must be disinfected between uses.
- Change rooms and showers will be available to the public if operators can adequately sanitize and disinfect the facilities. Clean and disinfect facilities at least 2 times per day.
- Every operating day, standard protocols for routine cleaning and disinfection must be conducted. This includes a minimum of **twice daily** cleaning and disinfecting of frequently touched surfaces such as doorknobs, light switches, toilet handles, shower handles, parking meters, counters, and handrails.

Specific Considerations for Splash Pads

- Efforts should be made to ensure physical distancing occurs at splash pads. To facilitate physical distancing, limit the number of individuals using the splash pad at once. Larger or busier splash pads may need supervision to encourage physical distancing as much as possible.
- All splash pads are inspected during their operational season to prevent and reduce water-borne illness, injuries, and fatalities. Splash pads, wading pools, and water slide receiving basins are considered Class C facilities and fall under [Ontario Regulation 565](#).

Considerations for Public Pools and Wading Pools

- Efforts should be made to ensure physical distancing occurs at public pools. To facilitate physical distancing, limit the number of individuals using the area at once. Larger or busier pools may need supervision to encourage physical distancing as much as possible. To facilitate physical distancing, the number of individuals using pools is to be less than the maximum number of bathers the area normally allows.

For more detailed information please use the links provided below or call Southwestern Public Health to speak with your area public health inspector.

For official COVID-19 information visit: www.swpublichealth.ca

For specific information on the reopening of public pools visit: [The Lifesaving Society: Guide to Reopening Pools and Waterfronts](#)

COVID-19 (Novel Coronavirus) Events

Guidance for Events during COVID-19

July 30, 2020

This guidance reflects the current need for protection from COVID-19 in Ontario. The COVID-19 pandemic continues to evolve, and this guidance is subject to change. Please visit the Southwestern Public Health website www.swpublichealth.ca regularly for updates and additional information.

Key Points

- Gathering limits apply to all organized or spontaneous indoor and outdoor events and social gatherings (e.g., parties, fundraisers, fairs, wedding receptions, funeral receptions).
 - **Indoor gatherings are limited to a maximum of 50 people.**
 - **Outdoor gatherings are limited to a maximum of 100 people.**
- Promote physical distancing, hand hygiene, and respiratory etiquette to attendees through social media, announcements, posters etc.
- Adhere to **mandatory face covering** requirements, where applicable.
- Ensure cleaning and disinfection of all frequently touched surfaces at least twice per day, and more often as needed.
- If providing food, ensure that food is being served in accordance with Food Premises Regulation and current emergency measures.
- Have protocols in place if individuals become ill at event. Notify and work with Southwestern Public Health (SWPH) to address.

General Principles

- The *more people* an individual interacts with at a gathering and the longer that interaction lasts, the higher the potential likelihood of becoming infected with COVID-19 and COVID-19 spreading.
- The *higher the level of community transmission* in the area that the gathering is being held, the higher the risk of COVID-19 spreading during a gathering.

Different types of events have **different levels or risk**:

Lower risk: Virtual-only activities, events, and gatherings. In-person gatherings with individuals from your social circle.

Moderate risk: Medium-sized in-person gatherings that are adapted to allow individuals to remain spaced at least 2m apart and with attendees coming from outside the local area.

COVID-19 (Novel Coronavirus) Events

Higher risk: Large in-person gatherings where it is difficult for individuals to remain spaced at least 2m apart and attendees travel from outside the local area.

COVID 19 Transmission

COVID-19 mostly spread by respiratory droplets released when people talk, cough, or sneeze. Staying home when sick and practicing physical distancing, respiratory etiquette, hand hygiene are important measures that an individual can take to help stop the spread. Businesses should conduct enhanced environmental cleaning/disinfection and put policies in place to prevent the spread of COVID-19.

This guidance document provides event planners and individuals with actions to help lower the risk of COVID-19 exposure and spread during gatherings and events.

Stage 3 of Re Opening

The Ontario Government is continuing its gradual, staged approach to reopening. Necessary restrictions are in place to contain the spread of the COVID-19 outbreak. See [Stage 3 Framework](#) for more information.

Gathering limitations have increased in stage 3:

- Indoor gathering limits will increase to a maximum of 50 people.
- Outdoor gathering limits will increase to a maximum of 100 people.
- In all cases, individuals are required to continue to maintain physical distancing of at least two metres with people from outside their households or social circles.
- All businesses, services and public spaces when hosting an event are subject to indoor or outdoor gathering limits and ensuring physical distancing can be maintained.
- People at their place of work, including performers and crews, do not count towards gathering limits.
- People gathering indoors for religious services, rites or ceremonies, and wedding ceremonies or funeral services, can continue to fill up to 30 per cent of the capacity of the particular room, as introduced in Stage 2.
- [Mandatory face](#) covering requirements apply to all events in enclosed spaces, with some [exemptions](#).

The following high-risk places and activities are not yet safe to open, due to the likelihood of large crowds congregating, difficulties with physical distancing, or challenges maintaining the proper cleaning and sanitation required to prevent the spread of COVID-19:

- Amusement parks and water parks
- Buffet-style food services

COVID-19 (Novel Coronavirus) Events

- Dancing at restaurants and bars, other than by performers hired by the establishment following specific requirements
- Overnight stays at camps for children
- Private karaoke rooms
- Prolonged or deliberate contact while playing sports
- Saunas, steam rooms, bath houses and oxygen bars
- Table games at casinos and gaming establishments.

Promote Healthy Behaviours

Implement strategies to encourage behaviours that reduce the spread of COVID-19 among staff and attendees.

Stay Home When Ill

- Inform staff and attendees to stay home when ill. Provide information prior to event e.g. social media messages, email, flyers.
- Consider active screening for staff and attendees at entrance(s).
 - Ask if staff/attendees:
 - Have symptoms of COVID-19 such as fever, cough, or difficulty breathing
 - Have had contact with a confirmed case of COVID-19 in the past 14 days
 - Have been instructed by public health to self-isolate due to travel or contact history
 - Any staff/attendees answers “yes” to any of these conditions must be sent home and advised to follow public health guidance.

Physical Distancing

- Encourage attendees to practice physical distancing, at least 2m apart, unless part of the same household or social circle.
- Ensure to limit number of attendees in venue so that they are able to practice physical distancing.
 - Adhere to maximum gathering limits – 50 persons at indoor events and 100 persons at outdoor events.
- Remind attendees to physically distance with verbal reminders, visual cues, posters, announcements etc.

Hand Hygiene and Respiratory Etiquette

- Require frequent employee **handwashing** (e.g., before, during, and after taking tickets, after handling money, and after touching garbage).
- If soap and water are not readily available and hands are not visibly soiled, employees and attendees can use **hand sanitizer** that contains 60% to 90% alcohol.
- Staff and attendees should **cover the mouth and nose when coughing and sneezing**.

COVID-19 (Novel Coronavirus) Events

- Encourage staff and attendees to wash hands often.
- Discourage exchanging handshakes, fist bumps, high-fives and other physical interactions at events.

Face Coverings and Masks

- Face coverings or masks must be worn in all public spaces, and in any employee spaces when physical distancing is not possible.
 - Face coverings refer to non-medical masks, such as cloth masks. Non-medical masks are used to protect others from exposure to the wearer's respiratory aerosols/droplets.
 - Masks refer to medical masks (surgical, medical procedure face masks and respirators like N95 masks). These masks should be used only as necessary e.g. if providing direct care to a person who is feeling unwell
- Provide staff with supply of face coverings/masks. Consider having a supply of face coverings/masks for attendees. If you do not intend to supply face coverings/masks for attendees, you should advertise as such so that attendees can plan accordingly.
- Encourage attendees to bring and use their own **face coverings** at the event.
 - Some **exemptions** for face covering requirements apply. If someone meets this exemption, they cannot be denied service.
 - If someone does not meet the exemption criteria and does not have a face covering and/or refuses to wear a face covering, they must be denied entry.
- Provide all staff with information on **proper use, removal, and washing of face coverings**.

Adequate Supplies

- Ensure adequate supplies to support hand hygiene. Supplies include soap, water, hand sanitizer containing at least 60 percent alcohol, paper towels, tissues, disinfectant wipes and no-touch trash cans.
- Ensure to have enough supply to provide face coverings/masks to employees.
- Consider having supply of face coverings/masks to provide to attendees. If you do not intend to supply attendees, you should advertise as such so that attendees can plan accordingly.

Signs and Messages

- Post signs in highly visible locations (e.g., at entrances, in washrooms) that promote **staying home if ill, physical distancing, hand hygiene**, and use of **face coverings**.
- Make announcements over PA system reminding staff and patrons to practice respiratory etiquette, use face coverings where needed, frequently wash/sanitize hands, maintain physical distancing etc.
- Include messages about behaviors that prevent spread of COVID-19 when communicating with staff, vendors, and attendees (such as videos on the event website and through event social media accounts).

COVID-19 (Novel Coronavirus) Events

- Consider developing signs and messages in alternative formats (e.g., large print, braille, American Sign Language).

Maintain Healthy Environments

Event planners should consider implementing several strategies to maintain healthy environments.

Cleaning and Disinfection

- Develop a schedule for increased, routine cleaning and disinfection. Ensure these cleaning routines are followed by all groups who rent and/or use your facilities.
- **Clean and disinfect** frequently touched surfaces within the venue at least twice daily or between uses as much as possible—for example, door handles, sink handles, drinking fountains, grab bars, hand railings, and cash registers.
- Only use disinfectants with DIN.
- Clean and disinfect shared objects between uses—for example, payment terminals, tables, countertops, bars etc.
- Consider closing areas such as drinking fountains that cannot be adequately cleaned and disinfected during an event. If fountains remain open, ensure that the mouthpieces are regularly cleaned and disinfected according to manufacturer's recommendations.
- If **transport vehicles** like buses are used by the event staff, drivers should practice all safety actions and protocols as indicated for other staff—for example, washing hands often, wearing cloth face coverings, and maintaining social distance of bus riders.

Washrooms

- Ensure patrons are able to practice physical distancing (2 metres) when in line and using the public washroom
- Place floor markers 2 metres (6 foot) apart in busier washrooms
- Post maximum occupancy signs to ensure physical distancing can be maintained
- Tape off sinks and/or urinals that are not able to meet the 2 metre (6 feet) distancing requirements
- All high touched areas/surfaces must be cleaned and disinfected at least 2 times per day
 - This includes door handles, sink taps, toilet handles, stall doors/locks, etc.
- The frequency of cleaning and disinfection may need to be more than 2 times per day dependent on the amount of use. Please refer to the **Public Health Ontario Guidance Document on Environmental Cleaning** for further guidance.
- See **Public Washrooms guidance document** for more information

Modified Layouts

- Limit attendance and/or seating capacity to allow for **physical distancing**, or host smaller events in larger rooms.

COVID-19 (Novel Coronavirus) Events

- Use multiple entrances and exits and discourage crowded waiting areas. Consider a one-way flow of traffic, if feasible.
- Block off rows or sections of seating in order to space people at least 6 feet apart.
- Eliminate lines or queues if possible and encourage people to stay at least 6 feet apart by providing **signs** or other visual cues such as tape or chalk marks if lines cannot be avoided.
- Offer online attendance options in addition to in-person attendance to help reduce the number of attendees.

Physical Barriers and Guides

- Install physical barriers, such as sneeze guards and partitions, in areas where it is difficult for individuals to remain at least 6 feet apart (e.g. at cash registers)
 - In areas where physical barriers are installed, members of the public are still required to wear a face covering. An employee behind this barrier does not need to wear a face covering unless they cannot physically distance with another employee.
- See recommendations from NCCEH for more information on physical barriers
 - <https://ncceh.ca/content/blog/physical-barriers-covid-19-infection-prevention-and-control-commercial-settings>

Food Service

- Ensure to operate in accordance with all applicable legislative requirements i.e. Food Premises Regulation.
- Ensure to follow requirements under emergency measures. See **Restaurant Re Opening Guidance Document** for more information.
- If providing bar services, please see **Bar Services Guidance Document** for more information.
- Food must be served to attendees. Food cannot be provided in communal bowls and serving platters (i.e. no buffets, grazing tables, or potlucks where attendees serve their own food).
- Create procedure for collecting dirty dishes.
 - Ensure dishes are cleared in a timely manner by staff and ensure attendees do not handle the dirty dishes of people outside their social circle.
 - Staff should wash their hands after handling dirty dishes.
 - Consider using disposable food service items, including utensils and dishes, which can be immediately discarded.
- All attendees must be seated when eating or drinking.
 - Patrons sitting at the same table must be from the same household or social circle. For events with assigned seating, event organizers should work with individuals to ensure they are seated at tables with persons in their social circles/household.

COVID-19 (Novel Coronavirus) Events

- Event organizers must ensure physical distancing of at least two metres between patrons from different tables, unless separated by plexiglass or some other impermeable barrier.
- See NCCEH website for more information on barriers:
<https://ncceh.ca/content/blog/physical-barriers-covid-19-infection-prevention-and-control-commercial-settings>
- Singing or music may be performed by a person or group at the restaurant or bar, with restrictions, including barriers between the performers and patrons and physical distancing. Dancing may only be performed by someone working at the establishment with restrictions.
- Karaoke is permitted only outside of private karaoke rooms, which are not yet permitted to open in Stage 3, with restrictions including barriers, physical distancing and increased cleaning and disinfecting.
- Physical distancing of two metres between patrons from different households or social circles also continues to apply to food trucks, food courts, concession stands and tours, including tastings at wineries, breweries and distilleries.

Shared Objects

- Discourage people from sharing items that are difficult to clean, sanitize, or disinfect.
- Limit any sharing of food, tools, equipment, or supplies by staff members.
- Ensure adequate supplies are available to minimize sharing of high-touch materials where possible; otherwise, limit use of supplies and equipment to one group of staff members or attendees at a time, and **clean and disinfect** them between use.

Ventilation

- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors. Do not open windows and doors if doing so poses a safety or health risk to staff or attendees (e.g., risk of falling or triggering asthma symptoms).
- If portable ventilation equipment like fans are used, arrange them in a manner to minimize air flowing directly from one person to another. This will reduce the potential spread of any airborne or aerosolized viruses.

Water Systems

- To minimize the risk of **Legionnaires' disease** and other diseases associated with water, **take steps** to ensure that all water systems and features (e.g., sink faucets, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown. Drinking fountains should be cleaned and sanitized and flushed.
- Organizers should encourage staff and attendees to bring their own water, as feasible, to minimize touching and use of water fountains.

COVID-19 (Novel Coronavirus) Events

Maintaining Healthy Operations

Event organizers and staff may consider implementing several strategies to maintain healthy operations.

Regulatory Awareness

- Be aware of local, provincial and federal requirements related to group gatherings.
- See [Stage 3 Framework](#) for more information.

Designated COVID-19 Point of Contact

- Consider designating an administrator or department to be responsible for responding to COVID-19 concerns. All staff and attendees should know who this person or office is and how to contact them.

Communication Systems

- Put systems in place to:
 - Notify staff, attendees, and the public of cancellations and restrictions in place to limit people's exposure to COVID-19 (e.g., limited hours of operation).
 - Identify and address potential language, cultural, and disability barriers associated with communicating COVID-19 information to event staff and participants. Tailor information so that it is easily understood by various audiences and is available in alternative formats and languages.

Staff Screening

- Before each shift, actively screen staff to identify if they:
 - Have symptoms of COVID-19 such as fever, cough, or difficulty breathing
 - Have had contact with a confirmed case of COVID-19 in the past 14 days
 - Have been instructed by public health to self-isolate due to travel or contact history
- Any staff that answers "yes" to any of these conditions should be sent home and advised to follow public health guidance.
- Staff should be reminded to stay home if they are sick

Limited, Staggered, or Rotated Shifts and Attendance Time

- Consider ways to significantly reduce the number of attendees.
 - Use flexible worksites (e.g., telework) and flexible work hours (e.g., staggered shifts) to help establish policies and practices for social distancing of 6 feet between employees, volunteers, and others.
 - Rotate or stagger shifts and arrival times to limit the number of employees in a venue at the same time.

COVID-19 (Novel Coronavirus) Events

- Stagger and limit attendance times to minimize the number of guests at the venue.

Protections for Staff and Attendees who are at Higher Risk of Severe Illness from COVID-19

- Offer options for staff at higher risk for illness (including older adults and people of any age with underlying medical conditions) that limit their exposure risk. For example:
 - Offer telework and modified job responsibilities for staff, such as setting up for the event rather than working at the registration desk.
 - Replace in-person meetings with video- or tele-conference calls whenever possible.

Leave (Time Off) Policies

- Implement flexible sick leave policies and practices that are not punitive and enable employees to stay home when they are sick, have been exposed, are caring for an ill individual, or who must stay home with children if schools or child care centers are closed.
- Examine and revise policies for leave, telework, and employee compensation as needed.
- Ensure that any relevant policies are communicated to staff.

Staff Training

- Train staff on all safety protocols and appropriate use of PPE.
- If training needs to be done in person, maintain social distancing.

Support Coping and Resilience

- Promote employees' ability to eat healthy foods, exercise, get enough sleep, and find time to unwind.
- Encourage employees to talk with people they trust about their concerns and how they are feeling.
- Consider providing the staff with [mental health support service resources](#).

Lessons Learned After the Event

- Meet with the emergency operations coordinator or planning team for your venue to discuss and note lessons learned.
- Determine ways to improve planning and implementation processes if the event will happen again.
- Update your plans regularly according to current local, provincial, and federal requirements.

COVID-19 (Novel Coronavirus) Events

Preparing for When Someone Gets Sick

Event planners should consider several strategies to implement when someone gets sick.

Advise Staff of Isolation Requirements

- Communicate to sick staff members that they should not return to work until it is safe to do so based on public health recommendations.

Isolate and Transport Those Who are Sick

- Make sure that staff and attendees know that they should not come to the event.
- Immediately separate staff and attendees with COVID-19 **symptoms** (e.g., fever, cough, shortness of breath) at the event. Individuals who are sick should go home immediately and/or seek medical treatment if necessary.
- Individuals who have had **close contact** with a person who has **symptoms** should be separated, sent home, and advised to contact Southwestern Public Health at 1-800-922-0096 ext. 9.

Clean and Disinfect

- Close off areas used by a sick person and do not use these areas until after **cleaning and disinfecting** them (for outdoor areas, this includes surfaces or shared objects in the area, if applicable).

Notify Local Health Unit


- Notify SWPH if attendees become ill with COVID 19 symptoms or if there is a confirmed case of COVID 19 that attended your event.
- Provide SWPH with information as requested to assist with contact tracing.

COVID-19 (Novel Coronavirus) Event Checklist

Stage 3 of Re-Opening during COVID-19 Event Checklist

July 30, 2020

This checklist is based on recommendations in the [Event Considerations Guidance Document](#), please see document for information regarding requirements. This guidance reflects the current need for protection from COVID 19 in Ontario. As the COVID-19 pandemic continues to evolve this checklist is subject to change. Please visit the Southwestern Public Health website www.swpublichealth.ca regularly for updates and additional information

- ☐ **Gathering limits** are met:
 - ☐ No more than 50 people for indoor and no more than 100 for outdoor events
 - ☐ Indoor events including religious services, ties or ceremonies, and wedding ceremonies or funeral services, can have no more than 30% of the building capacity
- ☐ **Physical distancing** can be maintained:
 - ☐ Group size is altered to ensure 2 m distancing between people not in the same social circle/household
- ☐ **Expectations** surrounding COVID-19 infection control measures are **posted and enforced** through verbal reminders, visual cues, posters, and media announcements prior to the event
 - ☐ Post signs stating **exclusion criteria** (i.e. if ill, stay home), signs/symptoms of COVID-19, **physical distancing**, **mandatory face covering**, and **proper hand hygiene practices**
- ☐ Increased **hand hygiene**:
 - ☐ **Hand sanitizer** is located at entrances and is available for use when hands are not visibly soiled
 - ☐ Handwashing sinks are adequately stocked with liquid soap and paper .

COVID-19 (Novel Coronavirus) Event Checklist

- ☐ **Respiratory etiquette** is followed (i.e. sneezing/coughing into sleeve) washing hands immediately after
- ☐ **Face coverings and/or masks must** be worn in all enclosed public spaces and all employee spaces where physical distancing is not possible (i.e. kitchen, staff room, etc.).
 - ☐ There are some **exemptions** for face covering requirements. **If someone meets the exemption criteria**, they cannot be denied entry.
 - ☐ **If someone does not meet the exemption criteria** and does not have a face covering and/or refuses to wear a face covering, they must be denied entry.
- ☐ **Clean and disinfect** high touch surfaces (e.g. light switches, door handles, sink handles, grab bars, hand railing, etc.) twice per day and when visibly dirty
- ☐ **Limit the use of shared objects** (e.g. debit machines, tables, pens, etc.) where possible. When not possible, clean and disinfect the objects between each use
- ☐ Only **use disinfectants with a Drug Identification Number (DIN)**
- ☐ Modify the space to create a **one-way flow** of people where possible
- ☐ Install **physical barriers** (e.g. sneeze guards and partitions) in areas where physical distancing is not possible
- ☐ **No singing or dancing**, unless performed by a person or group employed for the event
 - ☐ Barriers must be installed, and physical distancing must be maintained between performers and patrons
 - ☐ Karaoke is not permitted, unless done so outside of a private karaoke room with physical distancing and proper cleaning and disinfecting practices in place
- ☐ Maintain **visitor/guest log** with name, phone number, date, and time of visit for contact tracing purposes
- ☐ **Food Service** must operate in accordance with all applicable legislative requirements, including the **Food Premises Regulation and Guidance for Re Opening Restaurants**

COVID-19 (Novel Coronavirus) Event Checklist

- ☐ Each table must hold members of only one social circle and/or household at a time
- ☐ Tables must be spaced appropriately to meet physical distancing requirements (2 meters)
- ☐ No buffet stations
- ☐ Food must be served directly to attendees; no communal bowls/serving platters
- ☐ If providing bar services, see [Bar Services Guidance Document](#) for more information
- ☐ Ensure proper handwashing practices are conducted when handling dirty dishes
- ☐ All patrons must be seated when eating and/or drinking
- ☐ **Must adhere to any local, provincial, and federal requirements**, which are subject to change.

COVID-19 Screening Template		
Date of Screening:		
Patron Name:		Phone Number:
<p>As part of our ongoing efforts to keep all persons safe, we are initiating an active screening process. This will help us protect all attendees from the potential risks of COVID-19. All persons entering facilities will be asked to complete the checklist to ensure the well-being of all individuals.</p> <p>Please answer the following questions as part of the screening process:</p>		
1. Do you have any of these symptoms?		
Symptoms	YES	NO
New or existing Cough		
Fever of 100.4F or higher		
Chills		
Runny/Stuffy Nose		
Shortness of Breath/Difficulty Breathing		
Sore Throat		
Barking cough		
Difficulty swallowing		
Loss of sense of taste or smell		
Pink eye		
Unusual or long lasting headache		
Unusual or long lasting muscle aches		
Unusual or extreme tiredness		
Falling down often		
Feeling of sluggishness or loss of appetite		
2. In the last 14 days have you been in close physical contact with someone who tested positive for COVID-19?		
3. In the last 14 days have you been in close physical contact with a person who:		
a. Is currently sick with a new cough, fever, or difficulty breathing?		
b. Returned from outside Canada in the last 2 weeks?		
4. Have you travelled outside of Canada in the last 14 days?		



**The Municipality of West Elgin Parks Facility Rental Agreement
22413 Hoskins Line Rodney, ON N0L 2C0**

Name of Group or Organization					
Primary & Secondary Contact Person					
Name/ Purpose of Event					
Contact Address				Postal Code	
Primary/ Secondary Phone #			Email		
Not for profit #					
Date of Event (if Multiple dates, attach Schedule)					
Time of Event (Start & End Time)					
Last Date of the event					
Expected Attendance					
First Date of the Season					
Facilities Requested	Baseball Diamond	Miller Park Pavilion	PGTP pavilion	PGTP dance hall	Rodney Rec Center
Soccer Fields	West Lorne	Minor Soccer	Adult	Mini Soccer Field	
Facility User Agreement Provided					
Non- Registered Team					

**The Municipality of West Elgin Parks Facility Rental Agreement
22413 Hoskins Line Rodney, ON N0L 2C0**

Sketch of Facility	Signature of Party Renting Facility:
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Please Note: ALCOHOL IS NOT PERMITTED IN THE PARK

All pavilion rentals are scheduled “rain or shine” There are no refunds after the date. The pavilion is located adjacent to the ball diamond and field, so please be aware that sporting activities may be occurring at the same time as your event. If the diamond is not in use, then your groups is welcome to use it.

The following terms, covenants and provisions shall apply to all facility rentals:

Force Majeure

1. In this section, an “**Event of Force Majeure**” means an event beyond the control of the Municipality of West Elgin which prevents Municipality of West Elgin from complying with its obligations under this Agreement. An Event of Force Majeure includes, but is not limited to, the COVID-19 pandemic. For greater clarity, the parties hereto agree and acknowledge that (1) Municipality of West Elgin shall have the sole discretion to determine whether an Event of Force Majeure has arisen, and (2) that such a determination may be made by Municipality of West Elgin notwithstanding federal, provincial or municipal directives or orders to the contrary. Should Municipality of West Elgin determine that an Event of Force Majeure has occurred, Municipality of West Elgin shall not be considered to be in breach of this Agreement to the extent the performance of Municipality of West Elgin obligations is prevented or inhibited by the Event of Force Majeure. In such a case, Municipality of West Elgin shall give written notice to the other party hereto of an Event of Force Majeure upon same being reasonably foreseeable, or being known, to Municipality of West Elgin. If and to the extent that Municipality of West Elgin is prevented from performance of its obligations pursuant to this Agreement by an Event Of Force Majeure, Municipality of West Elgin shall be relieved of its obligations hereunder and may, but need not, elect to offer the other party hereto an alternative accommodation arrangement or date if Municipality of West Elgin deems same reasonable and safe. In the event Municipality of West Elgin does not elect to offer the other party hereto an alternative accommodation arrangement or date, Municipality of West Elgin may forthwith cancel this Agreement upon written notice to the other party hereto and, in such a case, this Agreement shall be at an end and neither party shall have any liability or obligation to the other party. The parties acknowledge and agree that in the event of conflict between the terms and provisions of this section and any other section contained in this Agreement, the terms and provisions of this section shall govern and apply.

The Municipality of West Elgin Parks Facility Rental Agreement 22413 Hoskins Line Rodney, ON N0L 2C0

Covenant to Comply Clause

2. The undersigned covenants with the Municipality of West Elgin that the undersigned, its employees, contractors, agents, invitees and any other persons attending the undersigned's event or the undersigned's premises will strictly observe and comply with all applicable federal, provincial, municipal and public health orders, policies, and directives relating to the COVID-19 pandemic including, without limitation, all prevailing and prescribed indoor and outdoor gathering limits, social and/ or physical distancing limits and any other applicable policies, directives and orders (the "Policies, Orders and Directives").

The undersigned confirms that the prevailing Policies, Orders and Directives may be subject to change. As such, the undersigned covenants with The Municipality of West Elgin that the undersigned shall remain fully apprised of, and any event or shall be run in full compliance with the prevailing Policies, Orders and Directives as may be in force at the date and time of the event. In the event the undersigned, or an attendee of the undersigned's event, does not comply with the foregoing obligations, The Municipality of West Elgin may, at its discretion, immediately exercise its termination rights herein.

Termination Clause for Non-Compliance

3. In the event The Municipality of West Elgin determines, in its sole discretion, that the undersigned, its employees, contractors, agents, invitees or any other persons attending the undersigned's event have not complied with the prevailing Policies, Orders and Directives as of the date of the event, The Municipality of West Elgin may forthwith terminate the event by providing the undersigned with written notice of termination and such termination shall be effective forthwith. If this occurs, the undersigned will forfeit all deposit, fees and any other funds payable to The Municipality of West Elgin under the agreement, and The Municipality of West Elgin shall have no further liability towards or obligation to accommodate the undersigned. For greater clarity, the foregoing termination right of The Municipality of West Elgin shall be in addition to, and not in place of, such other penalties and fines as may be levied by other governmental officials and entities (e.g. provincial offences). It is explicitly agreed by the parties hereto that The Municipality of West Elgin's termination right hereunder may be exercised by The Municipality of West Elgin without advance written notice to the undersigned, and while the undersigned's event is being held. In the event of conflict between the terms and provisions of this section and any other section contained in this agreement, the terms and provisions of this section shall govern and apply.

Signature of Person Renting Facility:

The Municipality of West Elgin Parks Facility Rental Agreement
22413 Hoskins Line Rodney, ON N0L 2C0

Proof of Insurance Provided	
Deposit	
Received	

9427662.1

Municipality of West Elgin SPORTS FIELD RENTAL AGREEMENT

RECREATION AND FACILITIES DEPARTMENT, 22413 Hoskins Line, Rodney, ONTARIO, N0L 2C0
PHONE: 519-785-0560 EMAIL ejocius@westelgin.net

A GENERAL INFORMATION

- 1) Name of Lessee _____
- 2) Address _____
_____ Postal Code _____
- 3) Telephone (Home) _____ (Fax) _____ (Business) _____
- 4) Secondary Contact Person _____
Telephone (Home) _____ (Fax) _____ (Business) _____
- 5) Group/Organization/Association _____

B RENTAL INFORMATION

- Day(s) _____ Starting Date _____
- Time(s) _____ Finishing Date _____

SPORTS FIELD RENTAL RATE

	\$.	/HR
H.S.T.	\$.	
TOTAL RATE	\$.	/HR

IF IT WILL OCCUR MORE THAN ONCE PLEASE ATTACH A SCHEDULE

C TERMS OF CONTRACT

PAYABLE ☐ at facility ☐ in advance ☐ monthly

Contract Approved by: _____

Facility Position: _____

I, the undersigned have read, understand and agree to the terms and conditions in this contract which are stated on the reverse and hereby accept the same on behalf of the said members of the organization, team or association.

I acknowledge and agree that breach of any of the said conditions may result in the termination of the allotted sports field time at the discretion of the Municipality of West Elgin.

Lessee Signature _____

Date: _____

SPORTS FIELD RENTAL POLICIES and CONDITIONS OF RENTAL

GENERAL

1. Teams must leave the sports fields promptly to help maintain our schedules.
2. The Municipality will not be responsible for any lost or stolen goods or money, regardless of location on premises.
3. If you wish to play a game other than the pre-scheduled, the management must be notified 48 HOURS in advance.
4. The representative renting the sports field shall be responsible for all damages caused to any building, grounds, chattels and equipment belonging to the Municipality, reasonable wear and tear considered. The said damages are to be repaired or paid for to the full satisfaction of the management of the sports field.
5. The Municipality carries public liability and accident insurance for the protection of spectators and employees. The representative renting the sports field shall be responsible for such insurance as may be necessary for its personnel and shall assume full liability for any accident occurring in connection with the rental of the sports field.
6. The Municipality shall reserve the exclusive right to the sale of all food and beverage concessions with the sports fields. The sale of or the solicitation of any tickets, goods or commodities of any nature whether charitable or otherwise, shall not be permitted within the sports field unless approval is obtained from management.
7. Glass bottled beverages/alcohol and drugs are not permitted on the premises at any time, unless approval has been granted for a special event and all permits and insurance requirements have been adhered to.
8. All Municipal owned facilities are bylaw smoke-free.
9. The representative renting the sports field shall be responsible for ensuring all provincial, municipal, and association guidelines with respect to COVID-19 are being followed. Failure to follow these guidelines may result in contract termination.

FEES

1. Sports field rates will be assessed at the current rates as established by Bylaw by the Council of the Municipality of West Elgin.
2. All rentals are payable prior to the use of the sports field, unless otherwise arranged with management of the sports field. Employees are entitled to refuse cash rentals not paid before the start of the designated rental time.
3. All sports field rentals invoiced on accounts are due upon receipt. Any outstanding accounts beyond thirty days from the date of billing shall be assessed a late payment charge on the unpaid balance (2% per month). Lack of payment will also result in cancellation of any further sports field rentals until account is paid in full.

CANCELLATIONS

1. Management reserves the right to cancel sports field rentals at any time in the event of tournaments and special events. For other cancellation situations, management, whenever possible, will notify the representative 48 HOURS prior to the said cancelled rental time. A scheduled list of such special events will be furnished to lessee in advance.
2. For "occasional" sports field rentals (meaning those rentals that are not on a set day and time each week for one month or longer) cancellation notice is a minimum of 48 HOURS – which must be done by contacting management at 519-785-0560 x.200 or via email at ejocius@westelgin.net OR recreation@westelgin.net. If the required notice is not provided, then full payment will still be required for said sports field rental.
3. For "seasonal" sports field rentals (meaning those rentals that are on a set day and time each week for one month or longer) and organization may occasionally return sports field rental times to the municipality by providing a minimum two (2) weeks written notice to management via letter or email to ejocius@westelgin.net OR recreation@westelgin.net.
4. Any cancellations prior to start time caused by storms, flooding, power failure, Act of God or business interruption caused by mechanical failure of the facility(ies), will be considered unavoidable and the representative will not be charged for cancellations of that nature.

DRESSING ROOMS

1. Not applicable for sports field rentals in West Elgin.

Force Majeure

1. In this section, an "**Event of Force Majeure**" means an event beyond the control of the Municipality of West Elgin which prevents Municipality of West Elgin from complying with its obligations under this Agreement. An Event of Force Majeure includes, but is not limited to, the COVID-19 pandemic. For greater clarity, the parties hereto agree and acknowledge that (1) Municipality of West Elgin shall have the sole discretion to determine

whether an Event of Force Majeure has arisen, and (2) that such a determination may be made by Municipality of West Elgin notwithstanding federal, provincial or municipal directives or orders to the contrary. Should Municipality of West Elgin determine that an Event of Force Majeure has occurred, Municipality of West Elgin shall not be considered to be in breach of this Agreement to the extent the performance of Municipality of West Elgin obligations is prevented or inhibited by the Event of Force Majeure. In such a case, Municipality of West Elgin shall give written notice to the other party hereto of an Event of Force Majeure upon same being reasonably foreseeable, or being known, to Municipality of West Elgin. If and to the extent that Municipality of West Elgin is prevented from performance of its obligations pursuant to this Agreement by an Event Of Force Majeure, Municipality of West Elgin shall be relieved of its obligations hereunder and may, but need not, elect to offer the other party hereto an alternative accommodation arrangement or date if Municipality of West Elgin deems same reasonable and safe. In the event Municipality of West Elgin does not elect to offer the other party hereto an alternative accommodation arrangement or date, Municipality of West Elgin may forthwith cancel this Agreement upon written notice to the other party hereto and, in such a case, this Agreement shall be at an end and neither party shall have any liability or obligation to the other party. The parties acknowledge and agree that in the event of conflict between the terms and provisions of this section and any other section contained in this Agreement, the terms and provisions of this section shall govern and apply.



22413 Hoskins Line
Rodney, ON
N0L2C0

Ph.: (519) 785-0560

Fax: (519) 785-0644

[Email: westelgin@westelgin.net](mailto:westelgin@westelgin.net)

The Corporation of the Municipality of West Elgin Sports Field Rental Agreement

Start Date: _____ **End Date:** _____ (the "Term")

Where specific start and end dates are not specified, the term shall be for an indefinite period subject to cancellation by either party on 30 day's prior written notice to the other party.

USER GROUP ("USER"): _____ **Contact Person:** _____

Address: _____

Phone: _____ **Cell:** _____ **Email:** _____

1. **USE OF PROPERTY:** The Municipality hereby agrees to permit the User to utilize the Ball Diamond and/or Soccer Field and washroom facilities located at Miller Park. The USER shall not have the right to use any Municipality grounds/facility (ies) not specifically included in this Agreement unless the USER shall have obtained the prior written authorization of the Municipality in that regard. No possessory rights are granted to the USER and in no event shall this Agreement be deemed to be a lease between the Municipality and the USER. In permitting the use of the above-described grounds/facility as provided in this Agreement, the Municipality does not relinquish the right to enforce all necessary and proper rules and laws for the efficient and effective operation of the said grounds/facility and the safety of the public.
2. **RULES:** The USER shall abide by and obey all laws, by-laws, rules and regulations of the Municipality, the Province of Ontario and the Government of Canada. The USER shall comply with all rules and regulations now or hereinafter established by the Municipality with respect to use of the grounds/facility(ies) described herein, including the policies, rules and regulations associated with this Agreement, as amended from time to time.
3. **MUNICIPALITY RESPONSIBILITIES:** The Municipality shall be responsible for
cutting and trimming the grass one (1) time per week during the season;
dragging the ball diamond one (1) time per week during the season;
maintenance of goal posts; emptying dumpsters as required;
Cleaning washrooms one (1) time per week.
4. **USER RESPONSIBILITIES:** The USER shall have the sole responsibility of managing and supervising all of the events/activities it undertakes pursuant to its rights under this Agreement, including but not limited to the hiring of all necessary staff and officials, conducted on the premises, and for the enforcement of the policies, rules and regulations associated with this Agreement together with those prescribed by any governing or applicable umbrella organizations.

Except as otherwise specifically provided for herein, the USER shall be responsible for all maintenance and use activities associated with its rights under this Agreement, including but not limited to:

- field lining, maintenance of lines and/or line and providing qualified referees;
- ensuring players wear the appropriate sport specific-protective equipment;

- regular pick up of the trash off the fields after each event and the trash is to placed garbage cans provided by the Municipality.
- unlocking the doors and turning the water on for the washrooms at the beginning of each game and locking the doors and turning the water off to the washrooms at the end of each game.
- sufficiently maintaining and keeping the premises in good and substantial repair during the season.
- storage of equipment at the end of the season and returning the premises back to the general conditions of cleanliness and repair in which it was found.
- reporting incidents/accidents in a timely manner.
- booking, scheduling and collecting registration fees.
- the USER may authorize a competent person to utilize Municipality equipment for the purposes of touching up the diamonds between diamond dragging as required;
- educating attendees about appropriate behavior and any rules that might apply etc.

5. DAMAGES: The USER shall be responsible for any damage to the grounds/facility(ies) caused by the USER, its officers, directors, employees, volunteers, agents or contractors, invitees, spectators, members, participants in or at any event or activity hosted/planned/conducted/sponsored by the USER.

The Municipality shall not be liable for any damage to or loss of any property brought into/onto the grounds/facility(ies) by the USER, its officers, directors, employees, volunteers, agents or contractors, invitees, spectators, members, participants in or at any event or activity hosted/planned/conducted/sponsored by the USER.

6. SUPERVISION: The USER shall have the sole responsibility for the supervision, control and safety of all persons entering the property or attending a function of the USER including, but not limited to, its officers, directors, employees, volunteers, agents or contractors, invitees, spectators, members, participants in or at any event or activity hosted/planned/conducted/sponsored by the USER.

7. INSPECTIONS: The USER shall ensure that the grounds/facility(ies) are thoroughly inspected, including but not limited to the structures and playing surfaces, prior to use, to ensure safe conditions and to ensure that the grounds are not used until the unsafe condition has been rectified. The USER shall immediately report all unsafe conditions to the Municipality. The USER shall undertake appropriate interim safety measures and/or repairs until such time as the Municipality can respond. The USER shall file a written "incident report" for each incident with the Municipality of West Elgin on the next business day following the occurrence or the discovery of the unsafe condition. The USER acknowledges that the Municipality has not provided any representation or warranty or other assurance regarding the suitability of the grounds/facility(ies) for use by the USER.

8. CANCELLATION: The USER shall have the sole responsibility for cancelling events/activities and, where applicable, clearing the grounds/facility(ies) in the event of lightning or other inclement weather conditions or other dangerous/unsafe condition(s). The USER further agrees to ensure that no events/activities will take place when the conduct of same may cause damage or injury to the grounds/facility(ies), participants, attendees, etc.

9. "UNACCEPTABLE BEHAVIOR": The USER shall be responsible for recognizing the need for assistance to address unacceptable behaviours during any activity/event, and for requesting assistance from the designated Municipality staff and/or the Police. All such assistance is at the expense of the USER.

10. RIGHT OF ENTRY: A duly authorized representative of the Municipality may enter the grounds/facility(ies) at any time and on any occasion without restriction, for the enforcement of any of the applicable policies, rules, laws and regulations. The Municipality reserves the right to remove, or have removed, any person(s) due to a violation of any of the said applicable policies, rules, laws and regulations.

11. ALCOHOL: Alcoholic beverages of all types and descriptions are prohibited on Municipality property and at Municipality facilities unless a legal liquor license has been obtained. Illegal substances are prohibited on Municipality property and in Municipality facilities at all times. The USER agrees to enforce this rule with its officers, directors, employees, volunteers, agents or contractors, invitees, spectators, members, participants in or at any event or activity hosted/planned/conducted/sponsored by the USER and to notify law enforcement agencies when violations occur and appropriate action against all involved parties will apply.

12. CONCERNS/COMPLAINTS: All concerns/complaints must be put, in writing, to the attention of the Municipality of West Elgin.

13. INSURANCE: The USER shall, at its/his/her expense, obtain and keep in force during the Term of this Agreement, Commercial General Liability Insurance satisfactory to the Municipality, which insurance shall be written by an insurer licensed to conduct business in Ontario and include, but not be limited to, the following:

- a) A limit of liability not less than \$2,000,000.00 per occurrence.
- b) The Municipality shall be named as an "Additional Insured".
- c) The policy shall contain a provision for cross liability and severability.
- d) 30 days prior notice of cancellation of the policy shall be given in writing to the Municipality: and
- e) A certificate of insurance evidencing the above coverage shall be given to the Municipality **prior to entry on the grounds**, each and every year of the agreement.

Failure to furnish certificates of insurance or notices of lapse on any policy constitutes a material breach and grounds for termination of this agreement.

14. INDEMNIFICATION: The USER agrees to save harmless and keep indemnified the Municipality, its elected and appointed officers, volunteers, agents and employees, in connection with all losses, claims, demands, judgments, loss, liabilities, damages, costs, and expenses (including attorneys' fees) in connection with, on account of or arising from (i) any failure by the user to perform its obligations hereunder, or (ii) any accident, injury, or damage to person or property on or about the grounds/facility(ies) or otherwise arising out of or relating to the use of the grounds/facility(ies) by the USER, or any of its staff, volunteers, members, participants or invitees. In no event shall the Municipality be liable for an accident, injury or damage to person or property in, or about the grounds/facility(ies) or otherwise relating to use of the grounds/facility(ies) by the USER or any of its staff, volunteers, members, participants, or invitees.

15. WAIVERS: Where event/activity waivers are signed by the USERS, its officers, directors, employees, volunteers, agents or contractors, invitees, spectators, members, participants in or at any event or activity hosted/planned/conducted/sponsored by the USER, the waivers must include a statement *that "the participant agrees to indemnify and save harmless the Municipality of West Elgin, its officers, agents elected officials and employees against any and all actions, causes of action, claims and expenses whatsoever presented by any person attending or participating in the event/activity to which this waiver relates for loss or damages sustained as a result of attending or participating in the said event/activity"*.

16. MULTI-USE GROUNDS/FACILITY: The USER acknowledges that the sports fields may be required for use by other USERS for other authorized activities/events. The USER agrees that the Municipality shall have full, complete and absolute authority to establish the schedules for the use and availability of its grounds/facilities. The USER agrees to comply with any schedules so established and to cooperate in any sharing arrangements so determined by the Municipality.

17. ALTERATION OF GROUNDS/FACILITIES: The USER shall obtain the written approval of the Municipality prior to undertaking any alterations of a permanent nature to the Municipality's grounds/facility(ies) and to comply with all applicable law, regulations and municipal by-laws in the completion of any Municipality approved alterations. Upon termination of this Agreement, all authorized improvements to the Municipality's grounds/facility(ies) shall, without compensation to the USER, become the property of the Municipality.

18. Force Majeure: In this section, an “**Event of Force Majeure**” means an event beyond the control of the Municipality which prevents Municipality from complying with its obligations under this Agreement. An Event of Force Majeure includes, but is not limited to, the COVID-19 pandemic. For greater clarity, the parties hereto agree and acknowledge that (1) Municipality shall have the sole discretion to determine whether an Event of Force Majeure has arisen, and (2) that such a determination may be made by Municipality notwithstanding federal, provincial or municipal directives or orders to the contrary. Should the Municipality determine that an Event of Force Majeure has occurred, the Municipality shall not be considered to be in breach of this Agreement to the extent the performance of Municipality obligations is prevented or inhibited by the Event of Force Majeure. In such a case, Municipality shall give written notice to the other party hereto of an Event of Force Majeure upon same being reasonably foreseeable, or being known, to Municipality. If and to the extent that Municipality is prevented from performance of its obligations pursuant to this Agreement by an Event Of Force Majeure, Municipality shall be relieved of its obligations hereunder and may, but need not, elect to offer the other party hereto an alternative accommodation arrangement or date if Municipality deems same reasonable and safe. In the event Municipality does not elect to offer the other party hereto an alternative accommodation arrangement or date, Municipality may forthwith cancel this Agreement upon written notice to the other party hereto and, in such a case, this Agreement shall be at an end and neither party shall have any liability or obligation to the other party. The parties acknowledge and agree that in the event of conflict between the terms and provisions of this section and any other section contained in this Agreement, the terms and provisions of this section shall govern and apply.

19. Covenant to Comply Clause: The undersigned covenants with the Municipality that the undersigned, its employees, contractors, agents, invitees and any other persons attending the undersigned’s event or the undersigned’s premises will strictly observe and comply with all applicable federal, provincial, municipal and public health orders, policies, and directives relating to the COVID-19 pandemic including, without limitation, all prevailing and prescribed indoor and outdoor gathering limits, social and/ or physical distancing limits and any other applicable policies, directives and orders (the “Policies, Orders and Directives”). The undersigned confirms that the prevailing Policies, Orders and Directives may be subject to change. As such, the undersigned covenants with the Municipality that the undersigned shall remain fully apprised of, and any event or shall be run in full compliance with the prevailing Policies, Orders and Directives as may be in force at the date and time of the event. In the event the undersigned, or an attendee of the undersigned’s event, does not comply with the foregoing obligations, the Municipality may, at its discretion, immediately exercise its termination rights herein.

20. Termination Clause for Non-Compliance: In the event the Municipality determines, in its sole discretion, that the undersigned, its employees, contractors, agents, invitees or any other persons attending the undersigned’s event have not complied with the prevailing Policies, Orders and Directives as of the date of the event, the Municipality may forthwith terminate the event by providing the undersigned with written notice of termination and such termination shall be effective forthwith. If this occurs, the undersigned will forfeit all deposit, fees and any other funds payable to the Municipality under the agreement, and the Municipality shall have no further liability towards or obligation to accommodate the undersigned. For greater clarity, the foregoing termination right of the Municipality shall be in addition to, and not in place of, such other penalties and fines as may be levied by other governmental officials and entities (e.g. provincial offences). It is explicitly agreed by the parties hereto that the Municipality’s termination right hereunder may be exercised by the Municipality without advance written notice to the undersigned, and while the undersigned’s event is being held. In the event of conflict between the terms and provisions of this section and any other section contained in this agreement, the terms and provisions of this section shall govern and apply.

21. NOTICES AND OTHER COMMUNICATIONS BETWEEN THE PARTIES: All notices or communications pursuant to this Agreement shall be sent to the Chief Administrative Officer in writing to the Municipality Office at the address hereinbefore set forth.

22. SEVERABILITY: If any section or clause of this Agreement is held invalid by a court of competent jurisdiction, or is otherwise invalid under the law, the remainder of the Agreement shall remain in full force and effect.

The undersigned has read, and on behalf of the USER, agrees to be bound by the Agreement and all applicable policies, procedures, laws, by-laws, and regulations of the Corporation of the Municipality of West Elgin (the "Municipality ") and hereby warrants and represents that he/she executes this Agreement on behalf of the USER and has sufficient power, authority and capacity to bind the USER with his/her signature.

Signature: _____ Date: _____
I have the authority to bind the organization
(if applicable)

*In the event that no one has the authority to bind the organization, then please have all members of the team read the agreement, then print and sign their names on the attached form.

NAME (PLEASE PRINT)	SIGNATURE
1.	
2.	
3.	
4.	
5.	
6.	
7.	
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16.	
17.	
18.	
19.	
20.	

9427656.1



MUNICIPALITY OF
West Elgin

Facility Rental Agreement

**The Municipality of West Elgin 22413 Hoskins Line Rodney ON, N0I 2C0
P:519-785-0560 ext.200 OR ejocius@westelgin.net**

Name: _____

Address: _____

Telephone #: _____ Date: _____

Function: _____ Facility Booked: _____

Rental Fee: _____

Payment method: _____ Payment Due Date: _____

Special Conditions:

It is agreed that chairs, tables, any equipment be sanitized and returned to the storage area or as indicted by the recreation supervisor. It is agreed that any person or persons attending the facility must practice social distancing and follow guidelines set out by the provincial government and local health unit. The Facility must be cleaned and left in the condition in which it was found. Garbage must be collected, sorted, bagged and taken away unless otherwise specified by the recreation supervisor. Costs for damages or extra clean-up will be paid by the person renting the facility.

The Municipality of West Elgin accepts no responsibility for injury which may occur from the use of the facility for the above function and the undersigned agrees that the Municipality of West Elgin is saved harmless from any liability whatsoever while the undersigned is in possession of the facility.

Rental of the Municipality of West Elgin Facility does not include permission for alcoholic beverages without proof of a Special Occasion Permit being obtained.

Special Occasion Permit required- (photocopy of permit required): _____

Alcohol Liability Insurance required- (Photocopy of permit required): _____

Signature of Person Renting Facility

Date

FACILITIES RENTAL TERMS AND CONDITIONS

1. The Municipality reserves the right, entirely at its discretion, to accept or reject any application for use of this facility.
2. The Applicant will be responsible and reimburse the Municipality for any missing articles, or any damage caused by improper use of the facility, due to direct negligence on the part of anyone connected with the rental or attending the function.
3. The Applicant is responsible for returning the premises back to the general conditions of cleanliness and repair to which it was found. Also, it is expected that:
 - All activities are confined to the facility being rented.
 - Chairs & tables be sanitized and returned, in an organized manner, to the designated area set out by the recreation supervisor.
 - All lights are off, windows and doors are shut, and locked when event is over.
 - During heating season, that the furnace is turned back to 15° C.
 - During cooling season, that the thermostat is turned back to 25°C.
 - All water taps are closed tightly, and toilets are not running.
 - If renting kitchen facilities, see items below. KITCHEN:
 - Ovens and burners are turned to OFF position.
 - All dishes washed and counters wiped.
 - All spills to be wiped from the refrigerator and make sure ALL food is removed.
 - All spills to be wiped from the stoves and ovens.
 - Coffee perks to be emptied and washed.
4. All bookings must be secured contractually. The Applicant is personally responsible for payment of the rental fee.
5. The Municipality's facilities manager shall settle all disputes and be the final authority and may cancel rentals at any time. In such cases, advanced notice will be given, if possible.
6. The Applicant agrees that the Municipality of West Elgin shall not be responsible for any injury to the Applicant or any persons using the facility, in any circumstance.
7. The full rental fee must be paid prior to the event. If not, the booking is cancelled.
8. Liquor may be sold or served ONLY under the authority of a SPECIAL OCCASION PERMIT, and only in the areas designated on the permit. Permits may not extend provincial L.C.B.O. regulations. S.I.P. (Serve Intervention Program) trained servers must be used. Liquor liability insurance coverage, minimum of one (\$1) million dollars, either through P.A.L. (Public Alcohol Liability) or on renter's homeowner policy, must be in effect.
9. Persons renting the premises are responsible for obtaining and providing proof of the following:

- i. Special Occasion Permit.
 - ii. Server Intervention Program (S.I.P.); and
 - iii. Liability Insurance.
10. The Applicant is responsible for providing, delivering, and removing all liquor and equipment necessary for the sale and consumption of liquor.
11. All evidence of the service and consumption of liquor shall be removed within 30 minutes after expiry of the permit.
12. The Applicant must supervise the sale and consumption of liquor and enforce and abide by all regulations concerning the sale and consumption of liquor.
13. MUSIC must cease at expiry time of permit and the building must be cleared by 2:00 a.m.
14. Where additional cleaning of the premises is deemed necessary by the municipality, the Lessee agrees to pay the cleaning charge as deemed by the Municipality.
15. Everything must be out of the hall immediately following your event, unless prior arrangements have been made with the Lessor. Failure to do so may result in being billed for a second booking.
16. It is the contact person's responsibility to notify his/her group of the above terms.

FAILURE TO COMPLY WITH THE ABOVE MAY RESULT IN CANCELLATION OF AGREEMENT AND LOSS OF MONIES PAID.

NOTE: Arrangements must be made by the Applicant to have rental key(s) picked up from the municipal office, 22413 Hoskins Line, Rodney, 519-785-0560 at least 24 hours prior to the event and during regular office hours to ensure availability of rental keys.

Print name if you agree to the above terms and conditions.

Signature

Date

SMART SERVE ONTARIO

SmartServe offers the following tips for planning a Special Event:

In planning your special event, it is important to make sure that drinking alcohol is not the main activity. Serve food and snacks to slow the absorption of alcohol.

Here are some other things you can do to make sure your event is safe and enjoyable for employees and guests:

- Allow only designated SmartServe trained staff to pour and serve drinks. Do not allow guests and employees to serve themselves.
- Ensure that the bar, or area where drinks are being served, is secure and that only authorized persons have access.
- Make sure there are sufficient snacks and food available. Avoid serving a lot of salty snacks.
- Provide tasty, non-alcoholic beverages for guests to drink. If you are serving an alcoholic punch, use non-carbonated beverages.
- Stop serving alcohol at least an hour before your event ends.
- Promote the concept of responsible consumption by posting signs stating that guests will not be over-served.
- Arrange for safe transportation home. Never let guests drink and drive; and
- Visit their website, www.smartserve.ca, for other ideas that will help you have a safe and successful event.

SmartServe can be contacted directly at:

SmartServe Ontario
5405 Eglinton Avenue W.
Suite 105
Toronto, ON M9C 5K6
Telephone: 416-695-8737
Fax: 416-695-0684
Toll Free: 1-877-620-6082
Email: general@smartserve.ca
Website: www.smartserve.ca