

The purpose of this document is to outline safety protocols for users and user groups in Town owned recreation facilities to help prevent the spread of COVID-19. In this document, users include permit holders, spectators, visitors, participants, and patrons using the facilities. Please follow the protocols listed below and communicate them with your participants. We look forward to your visit.

**Health & Safety Expectations:**

All users are to follow all current and future COVID-19 Public Health and Provincial regulations and public health measures including but not limited to proper sanitation, safe physical distancing, personal protective equipment, including face coverings, and gathering of people.

The Permit Holder and/or their Designate is responsible for screening and contact tracing for all individuals associated with their rental including all attendees, spectators, guardians etc. Contact information must be dated and securely retained for reference, for 30 days from each facility booking permit date. A copy of this information is to be submitted to the designated onsite Town of New Tecumseth staff upon entry to facility (15 minutes prior to booking time) where it will also be retained by the Town for 30 days from the date of the permitted rental.

We strongly encourage all participants to use the Ontario Self-Assessment online screening tool at <https://covid-19.ontario.ca/self-assessment/>.

**COVID - 19 Screening Questions:**

If participants answer “Yes”, to any of these questions entrance to the facility is prohibited.

**Are you currently experiencing any of the below symptoms?**

- *Fever, chills, cough, making a whistling noise when breathing, shortness of breath, sore throat, difficulties swallowing, runny stuffy or congested nose, loss sense of taste or smell, pink eye, headache, digestive issues, muscle aches, fatigue, falling down often, or for young children and infants, sluggishness or lack of appetite*

**In the last 14 days have you been in close physical contact with someone who either:**

- *Is currently sick with a new cough, fever, or difficulty breathing?*  
Or
- *Returned from outside of Canada in the last 2 weeks and has symptoms of COVID -19?*

**Have you travelled outside of Canada in the last 14 days?**

### Attending your permit:

- Masks are mandatory in all Town of New Tecumseth indoor public facility spaces.
- Permit holders or their designate are required to meet permitted attendees (participants, spectators & guests) outside of the facility entrance prior to the permit start time where contact tracing information and COVID-19 screening will be reviewed with all attendees.
- **Permit holder will escort their attendees into the facility 15 minutes prior to the permitted start time.** To ensure facility capacities are adhered to entry must be no earlier than 15 minutes prior to permitted start time.
- The Permit holder and/or designate is responsible to ensure the indoor gathering limits within their permitted booking space is adhered to as per Provincial health regulations and guidelines. **When determining your gathering numbers please include all involved participants, spectators, guardians, guests etc. who are in attendance during your permitted time.**
- Facility signage and physical distancing protocols must be adhered to as per the Provincial Order.
- Water fountains are not currently available. Please bring a pre-filled water bottle.

### Hall & Meeting Room Etiquette:

- Upon entry, attendees will be directed to their respective hall/ meeting room and are to follow the designated distancing markers in the facility.
- Please ensure the attendees are met by the permit holder/or designate outside the facility 15 minutes prior to the booking time.
- **Outside food and beverage is not permitted in the hall/meeting rooms.**
- For alcohol use to be approved for your booking an event proposal is required to be submitted and approved by Senior Management, to ensure all safety measures are met and proper procedures are in place.
- Attendees, participants, spectators, guests etc. to use designated washrooms in the facility.

### Exiting the Facility:

Users must vacate the premises within 15 minutes of the permit end time to allow the next permit to enter the facility.

- **AMA: Hall** – Follow directional signage and exit through the designated side of the main entrance door.
- **NTRC: Boardroom / Event Centre** – Follow directional signage and exit through the South doors at the bottom of the stairs East of the main entrance.

## Hall / Meeting Room Protocols: Town of New Tecumseth



- **TCFC: Meeting Rooms** – Follow directional signage and exit through the front doors for meeting rooms being used in main lobby, Lions Room exit through the West door.
- **TCFC: Gymnasium / Hall** – Follow directional signage and exit through the West door near the Lions room.
- **TCFC: Lions Room** – Follow directional signage and exit through the West door near the Lions room.
- **BMA: Hall** – Follow directional signage and exit the designated side of the main entrance door.

**Permit holders not adhering to facility protocols may be denied future facility rentals.**