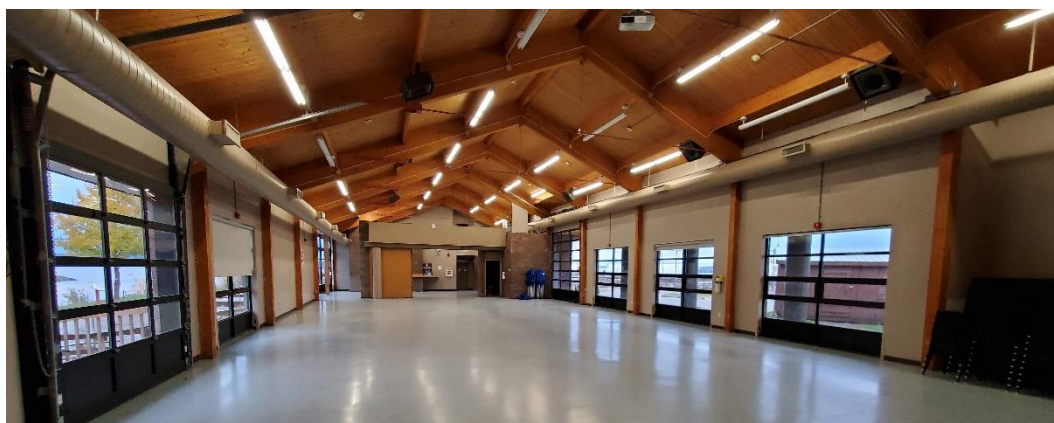




City of Temiskaming Shores
Municipal Halls Re-Opening Plan
Version 1.1
February 8, 2021



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Introduction

The re-opening plan goes over changes to operations from an administration perspective, changes to the facility and how the public interacts with the facility, other notes to consider and the main takeaways to remember. City of Temiskaming Shores Halls include:

Dymond Hall – 181 Drive-in-Theatre Road

Riverside Place – 55 Riverside Drive

New Liskeard Community Hall – 90 Whitewood Avenue

Haileybury Arena Hall – 400 Ferguson Avenue.

Operational Changes

Staff

No facility can operate without staff to support the facility and usage of the space. The City of Temiskaming Shores has a compliment of 10 full time Arena / Parks Attendants who provide the day-to-day support for all city recreation facilities.

Staff will be provided appropriate personal protective equipment to perform their duties in a safe manner. Staff will be required to wear a mask and complete a COVID-19 screening form at the beginning of each shift. If a staff member does not pass the screening questions, they will be sent home.

All people within a municipal hall are required to wear a face covering. Masks will not be provided by the City of Temiskaming Shores. Everyone entering a hall will be required to have their own face mask. There are provisions for the temporary removal of masks for anyone actively engaging in an athletic or fitness activity and those who are eating or drinking.

Everyone within a municipal hall is required to maintain a physical distance of 2m from those not within their household.

Rental Changes

Rentals will be spaced such that adequate disinfection of the space can take place between any rentals.

Rental organizers will also be required to fill out a Covid-19 Event Information Form (Appendix 1) which will outline how they will ensure everyone abides by applicable rules and regulations. The City of Temiskaming Shores will review all proposed rentals including their event forms before approving any hall(s) for use.

Rental organizers will also be required to ensure everyone entering a hall for their rental fills out the electronic covid-19 screening and contact tracing form. Signage and instructions will be

provided by the City of Temiskaming Shores at the entrance to any open halls. Signage will include a QR code which links to the form or attendees can fill it out by going to: <https://www.temiskamingshores.ca/covid19form/>.

Other those who live within the District of Timiskaming will be permitted to rent a municipal facility. If the City of Temiskaming Shores suspects that a rental is being made in contravention of this rule the rental will be canceled and no refund will be provided

Cleaning

Staff will be undertaking additional cleaning and disinfecting of the facility before, during and after facility rentals. All disinfecting will be completed with EP50 (DIN:02340321) as per manufacturer's directions regarding dilution and use.

Hand sanitizer will be available at the entrance of all halls and staff will ensure an adequate supply is available.

Weddings

Dancing and singing linked to increase respiratory droplets which carry the virus which causes COVID-19. As such, no dancing or any kind will be permitted before during or after any bookings of municipal halls by members of the public. Further, any music played during a wedding or any other rental shall be played at a volume low enough so anyone in the facility do not need to speak louder or lean closer to hear the conversation.

Reopening Framework Restrictions

The Province of Ontario has outlined various restrictions for event spaces depending on which stage of the reopening framework a district is placed in. To find out which stage of the reopening framework the District of Timiskaming is in go to www.timiskaminghu.com.

Below is how City of Temiskaming Shores halls will operate in each stage of the reopening framework. In addition to items noted below, all other applicable rules and regulations must be followed.

Green – Prevent

- Masks must be worn while in the facility unless engaged in a sport or while eating or drinking.
- A maximum of 50 people will be allowed in the facility.
- Everyone in the facility must maintain 2m of distance from one another unless engaged in a sport.
- Event organizers must submit a Covid-19 Event Information Form and have it approved by City of Temiskaming Shores staff.
- Event organizers must ensure everyone who enters the facility during their rental fills out the City of Temiskaming Shores electronic Covid-19 screening form.

- All other applicable restrictions will apply.

Yellow – Protect

- Masks must be worn while in the facility unless engaged in a sport or while eating or drinking.
- A maximum of 50 people will be allowed in the facility.
- Everyone in the facility must maintain 2m of distance from one another unless engaged in a sport. 3m of distance must be maintained during any fitness classes.
- Event organizers must submit a Covid-19 Event Information Form and have it approved by City of Temiskaming Shores staff.
- Event organizers must ensure everyone who enters the facility during their rental fills out the City of Temiskaming Shores electronic Covid-19 screening form.
- A maximum of 6 people may be seated together at a table as long as physical distancing requirements are followed.
- All other applicable restrictions will apply.

Orange – Restrict

- Masks must be worn while in the facility unless engaged in a sport or while eating or drinking.
- A maximum of 50 people will be allowed in the facility.
- Everyone in the facility must maintain 2m of distance from one another unless engaged in a sport. 3m of distance must be maintained during any fitness classes.
- Event organizers must submit a Covid-19 Event Information Form and have it approved by City of Temiskaming Shores staff.
- Event organizers must ensure everyone who enters the facility during their rental fills out the City of Temiskaming Shores electronic Covid-19 screening form.
- No sit-down food service of any kind will be allowed.
- Sport or fitness bookings will be limited to 90 minutes.
- All other applicable restrictions will apply

Red – Control

- No bookings from members of the public will be accepted. Only City of Temiskaming Shores organized bookings will be permitted.

- Masks must be worn while in the facility unless engaged in a sport or while eating or drinking.
- A maximum of 25 people will be allowed in the facility.
- Everyone in the facility must maintain 2m of distance from one another unless engaged in a sport. 3m of distance must be maintained during any fitness classes.
- Everyone who enters the facility is required to fill out the City of Temiskaming Shores electronic Covid-19 screening form.
- Sport or fitness bookings will be limited to 90 minutes.
- All other applicable restrictions will apply

Grey – Lockdown

- City of Temiskaming Shores Halls will be closed.

Main Takeaways

- Renters of municipal halls have additional responsibilities and obligations to ensure people follow public health guidelines.
- City staff have increased disinfection within halls to ensure they are adequately cleaned.
- Everyone who enters a hall must have their contact information recorded
- Everyone who enters a hall will be required to self-screen themselves for COVID-19 symptoms. Any person who displays a symptom of COVID-19 is to refrain from entering.
- This document will be reviewed regularly and will be changed as government regulations, public health directives and other information is made available.

Appendix 1 – COVID-19 Event Information Form

Recreation Department
PO Box 2050; 325 Farr Drive
Haileybury, Ontario P0J 1K0



Tel: 705-672-3363
Fax: (705) 672-3200
www.temiskamingshores.ca

COVID-19 Event Information Form

City of Temiskaming Shores is accepting bookings for event space at Dymond Community Hall, Riverside Place, New Liskeard Community Hall, Harbourfront, and the Haileybury Arena Hall. All bookings must abide by [Ontario regulation 364/20: RULES FOR AREAS IN STAGE 3](#), the Province of Ontario's COVID-19 response framework and the City of Temiskaming Shores' Municipal Halls Re-Opening Plan.

The City of Temiskaming Shores requires the following information from organizers:

1. Event Organizer	Name: Cell Number: Email Address:
2. Please provide a description of your event (What is your event, who is invited, what will take place during your event, etc.)	
3. Estimated attendance for your event.	

<p>4.</p> <p>Please describe how event attendees will maintain physical distancing at all times during your rental.</p>	
<p>5.</p> <p>Please describe how attendees will be communicated your plan as outlined in item 4 and how it will be enforced.</p>	
<p>6.</p> <p>How will you collect contact information of all attendees for contact tracing purposes or how will you ensure all attendees complete the electronic screening and contact information form?</p>	

The City of Temiskaming Shores will review all event plans before finalizing any bookings. If you have any questions about your event plan please contact City Hall at 705-672-3363 or email info@temiskamingshores.ca