



City of Temiskaming Shores
Municipal Halls Re-Opening Plan
Version 2.5
November 26, 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 or a city approved equivalent sign-in

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/>.

Everyone who enters the facility will be required to show proof of vaccination as per the City of Temiskaming Shores Recreation Facilities Proof of Vaccination Policy.

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

All weddings and receptions will be required to follow applicable restrictions including additional restrictions set forth by the City of Temiskaming Shores:

- Everyone must wear a mask or face covering while inside the facility. The only exceptions are for those who are eating or drinking.
- Anyone performing live entertainment must wear a mask and be seated at least 2m from spectators.
- All tables shall be placed such that space between each table is maximized.

Roadmap to Reopening Restrictions – Step 3

- Open for general use with some restrictions.
- Signage will be posted at entrance to all hall in a conspicuous location informing individuals on how to screen themselves for COVID-19 prior to entry.
- All individuals will be required to ensure everyone entering a hall for their rental fills out the electronic covid-19 screening and contact tracing form or a city approved sign-in form.
- Masks must be worn at all times by everyone in the facility unless they are engaging in an athletic or fitness activity or consuming food or drink.
- Capacity for all halls shall be:
 - Dymond Hall – 30 people or however many people are able to maintain a physical distance of at least two meters from everyone else, whichever is less.
 - Riverside Place – 50 people or however many people are able to maintain a physical distance of at least two meters from everyone else, whichever is less (caterers, bartenders, decorators, etc are in addition to the 50-person limit but must be able to maintain physical distancing).
 - New Liskeard Community Hall – 50 people or however many people are able to maintain a physical distance of at least two meters from everyone else, whichever

is less (caterers, bartenders, decorators, etc are in addition to the 50-person limit but must be able to maintain physical distancing).

- Haileybury Arena Hall – 50 people or however many people are able to maintain a physical distance of at least two meters from everyone else, whichever is less (caterers, bartenders, decorators, etc are in addition to the 50-person limit but must be able to maintain physical distancing).
- Harbourfront Pavilion (Configured with less than 2 open sides) – 50 People or however many people are able to maintain a physical distance of at least two meters from everyone else, whichever is less (caterers, bartenders, decorators, etc are in addition to the 50-person limit but must be able to maintain physical distancing).

Note: When Harbourfront Pavilion is configured with two or more sides open, it shall be considered an outdoor space with capacity set at 100 people.

- Renters shall state their intended capacity in the Covid-19 Event Information Form.
 - Capacity limits shall consider total useable space during a rental (i.e., a rental with 15 tables setup shall have a lower capacity than a rental setup for a presentation with just seating).
 - The City of Temiskaming Shores has final say on all rental capacities and any renter found not in compliance shall have rental privileges revoked.
- This safety plan and the capacity limit of each hall during Step 3 shall be posted at each hall in a conspicuous location.

Proof of Vaccination Requirements

- Full details for proof of vaccination requirements are outlined in the City of Temiskaming Shores Recreation Facilities Proof of Vaccination Policy.
- Everyone who is eligible to receive a COVID-19 vaccination shall provide proof of vaccination to enter the facility. No exceptions will be made for any volunteers or employees.
- The City of Temiskaming Shores will provide staff members to check proof of vaccination at the entrance to the facility and reserves the right to apply a surcharge to the renter's fee to cover this expense.
- Presentation of a negative COVID-19 test is not considered equivalent to providing proof of vaccination.
- The City of Temiskaming Shores will not accept any rentals for events open to the public or events where alcohol will be served from November 26, 2021 to December 31, 2021.
- Any booking open to the public which is to take place between November 26, 2021 and December 31, 2021 which was confirmed before November 26, 2021 can proceed granted

it follows all proof of vaccination requires as set out in the City's policy and the provincial regulation.

Main Takeaways

- Renters of municipal halls have additional responsibilities and obligations to ensure people follow public health guidelines.
- Everyone who enters a hall must have their contact information recorded
- Everyone who enters a hall and is eligible to receive a COVID-19 Vaccination must provide proof of their vaccination.
- 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. Requested facility capacity and 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