



## COUNCIL AGENDA REPORT

**TO:** Mayor Harding and Members of Council  
**MEETING DATE:** October 14, 2020  
**SUBJECT:** Confirmation of Community Centre Reopening Plan Decision

### **RECOMMENDATION:**

THAT Council confirm their decision respecting the Community Centre Reopening Plan dated September 16, 2020, as supplemented by the report entitled "Confirmation of Community Centre Reopening Plan Decision" and dated October 14, 2020.

### **APPROVALS:**

	Date	Signature
Submitted: Ken Becking P. Eng., Director of Public Works	Oct.7/20	Original signed by K. Becking
Approved: Derrick Hammond, CAO	Oct.8/20	Original signed by D. Hammond

### **EXECUTIVE SUMMARY:**

The report an update to staff's [report](#) respecting a partial reopening of the community centres considered by Council at their September 16, 2020, meeting.

### **ORIGIN:**

Township of Muskoka Lakes – Public Works

### **BACKGROUND:**

After considering the staff [report](#) on the reopening of the Bala, Milford Bay, Minett, Port Carling and Ullswater community centres Council passed the following resolution:

"Whereas Council approved a Reopening Framework that contained guiding principles to ensure the health and safety of the community;

And Whereas a reopening plan for community centres that respects the guiding principles of the Reopening Framework is contained in the staff report entitled Community Centre Reopening Plan and dated September 16, 2020;

Now Therefore Be It Resolved That Township Council approves the partial community centres reopening on or about November 2, 2020, or as otherwise directed by Council based on the plan/schedule contained in Attachment II of the staff report entitled "Community Centre Reopening Plan" and dated September 16, 2020, subject to any additional requirements imposed by the Province of Ontario or the Medical Officer of Health or/and confirmed by Council in Oct. 2020."

Anticipating that a second wave of increased Covid-19 cases in Ontario would occur this fall, the third paragraph of the resolution contains language that provides Council with the opportunity to consider current Covid-19 case trends and public health directives prior to confirming its decision on the matter.

## **DISCUSSION**

### **Updated Requirement**

Since the above resolution was passed by Council, the predicted second wave has hit. Case counts have risen dramatically with the most recent counts between seven and eight times the lows experienced just a few weeks ago both locally and provincially. On October 1, 2020 the Simcoe-Muskoka District Health Unit Medical Officer of Health has issued a new directive to govern attendance at public gatherings which is attached as Attachment I.

First and foremost, the directive recommends that all non-essential, in person, gatherings be cancelled or postponed especially if the event includes attendees from vulnerable groups. It further notes that virtual or outdoor alternatives should be considered. If an event is to proceed, the directive imposes new limits on the maximum size of gatherings. In the case of the Township's Community Centres, because the facilities are unsupervised, the maximum gathering size is reduced to 10 from the previous limit of 50, or the physical limitations of the space, whichever is less. In addition, this and the most recent provincial directive require that all attendees must wear masks at all times. The remainder of the recommendations are consistent with the approved opening plan.

### **Revised Approach**

If Council elects to proceed with the reopening, Staff will adjust the plan and proceed on the basis of the new requirements. Staff have worked with the Ward A Councillors to share the available timeslots between the Bala, Torrance and Walker's Point Community Centres. Staff have completed revised safety protocols and procedures which are attached as Attachment II. The protocols will enable the events to take place as safely as possible and in accordance with the requirements of the Province and the Medical Officer of Health. Organizers will be encouraged to use alternative forms of gathering. If they wish to proceed, they will be required to follow the protocols set out in the safety plan. Staff will be spot checking events to ensure that organizers are complying with the requirements.

### **Cleaning and Disinfection**

Since Council last considered the matter, staff have reached out to our part time Caretaking Staff to determine if they can make the new operational schedule work. Because many of these staff have employment elsewhere, they may be unable to support the enhanced cleaning and disinfection schedule. In one case, an individual has tendered their resignation. Staff are attempting to secure private sector resources to backfill the vacancies. If we do not have sufficient resources to maintain protocols, it will not likely be possible to open all of the facilities. If this proves to be case, staff will allocate the available resources to the most active centres and cancel functions at the other facilities.

## **RATIONALE:**

The approach will allow for partial reopening in accordance with the established protocols.

**FINANCIAL:**

Incremental costs associated with the needed additional cleaning protocols will be offset by the Phase 1 Safe Restart Agreement funding received.

**TOWNSHIP STAFF CONSULTED:**

Annette McLeod, Operations Assistant

**ATTACHMENTS:**

Attachment I: COVID -19 Public Health Guidance for Indoor and Outdoor Events & Gatherings

Attachment II: COVID-19 Safety Plan Community Centres 2020/2021

**CONTACT:**

Ken Becking P. Eng., Director of Public Works

705 765 3156 Ext 250



**COUNCIL  
AGENDA REPORT**

**TO:** Mayor Harding and Members of Council  
**MEETING DATE:** September 16, 2020  
**SUBJECT:** Community Centre Re-Opening Plan

**RECOMMENDATION:**

Whereas Council approved a Reopening Framework that contained guiding principles to ensure the health and safety of the community;

And Whereas a reopening plan for community centres that respects the guiding principles of the Reopening Framework is contained in the staff report entitled Community Centre Re-Opening Plan and dated September 16, 2020;

Now Therefore Be It Resolved That Council approves the partial community centres reopening on or about November 2, 2020, based on the plan/schedule contained in Attachment II of the staff report entitled Community Centre Re-Opening Plan and dated September 16, 2020, subject to any additional requirements imposed by the Province of Ontario or the Medical Officer of Health.

**APPROVALS:**

		Date	Signature
Submitted By:	K. D. Becking P. Eng., Director of Public Works	Sept.10/20	Original signed by K. Becking
Approved:	D. Hammond, CAO	Sept.10/20	Original signed by D. Hammond

**EXECUTIVE SUMMARY:**

This report lays out an updated plan for the partial reopening of the Township's community centres. As the requirements applicable to arenas are more complex and at present there is a considerable lack of clarity, the plan does not address the reopening of the arena facilities. Staff will bring forward a further report to specifically address the arenas at a later date.

**ORIGIN:**

Township of Muskoka Lakes Staff

## **BACKGROUND:**

During their August 12<sup>th</sup> meeting, out of an abundance of caution, Council deferred making a decision on the recommendation respecting reopening of Community Centres that was contained in our staff [report](#). Council will recall that with respect to the reopening of community centres, the following three options were outlined in the report:

- Continued closure for the foreseeable future;
- Re-opening five centres (Bala, Milford Bay, Minett, Port Carling and Ullswater) to limited, approved use; and
- Full re-opening of all community centres to limited approved uses.

In recommending the second option, (only open the Bala, Milford Bay, Minett, Port Carling, Ullswater Community Centres for two, two hour time slots (9:00 to 11:00 am and 1:00 to 3:00 pm) per day, five days per week. Evening or weekend use/rentals would not occur in order to avoid overtime costs. Based on the recommendations of the Health Unit, enhanced cleaning and sanitizing protocols were proposed to be established and facilities would be cleaned after each use. Finally, as Covid-19 is an exclusion on the municipal insurance policy, staff consulted legal counsel on this matter and it was their considered opinion that a waiver system also be established. The effect of the waiver would be to absolve the municipality of any responsibility as a result of a user's choice to use the facility and/or participate in an activity at a Township community centre.

Based on the guiding principles contained in the Township's [Reopening Framework](#), Council's rationale for the delay in making a decision on this matter revolved around concerns over maintaining community and staff health and safety amidst recent Covid-19 outbreaks in Muskoka and elsewhere. In making this decision, Council requested that the matter be revisited during their September meeting. In addition, staff were asked to consider a potential of rotation of the available time slots between the other community centres in order to improve the geographic distribution of available spaces within the Township.

## **DISCUSSION:**

### Provincial Requirements

In accordance with the directives of the Province of Ontario and the Medical Officer of Health [Framework for Reopening Our Province](#), gatherings within enclosed spaces is limited as follows:

- Maximum 50 people;
- Persons must maintain a physical separation of 2 m (6 feet; 4 m or 14 feet in the case of strenuous activities) at all times;
- No cooking and serving of food in a communal fashion; and
- No team sports or individual sports where the players come in close proximity of each other.

### Restricted Activities

On the basis of the above restrictions, staff have reviewed the list of regularly scheduled activities that normally occur in our Community Centres and have identified the following activities which would not be permitted under the current regulations:

- Card Clubs;
- Choir, Singing Clubs;
- Karate;
- Pickle Ball;
- Shuffleboard;
- Ping-Pong (involves the use of common equipment by multiple individuals);
- Service Club Meals; and
- Other rentals involving the use of the kitchens for the preparation and/or serving of meals.

Should Council wish to consider reopening community centres, the above activities must not be permitted, until such time as the Provincial directives change.

### Scheduling

As noted above, the recommended option outlined in our August 12<sup>th</sup>, 2020 report was premised on two-two hour time slots morning and afternoon, five days per week. This schedule accommodated mandatory cleaning and disinfection after each use. Upon further analysis, it would appear that some evening use could be accommodated, as the mandatory cleaning and disinfection could occur the following morning in advance of the first use of the day. Weekend use is still not recommended due to a need to control overtime charges.

In considering Council's request to review the proposal, staff have developed the following scheduling scenarios. Attachment II addresses all of the known considerations identified by members of Council.

Attachment I provides an overview of the acceptable recurring, regularly scheduled activities in the various community centres under "normal" circumstances. This sets the benchmark for comparison purposes with the proposed alternatives.

Attachment II identifies the recommended alternative scheduled space allocation in the various community centres based on the above noted conditions. It lays out in greater detail, the scheduling of approved activities as was previously recommended. As is demonstrated, all of the permitted uses can be accommodated within the five facilities, although some activities will need to be shifted to different time slots in order to resolve conflicting demands. The highlighted activities are rescheduled from their normal times. Relocation of activities normally accommodated in other halls is noted where appropriate.

Attachment III provides a proposed schedule of space allocation without the need to relocate activities from their "home" community centre. Concurrent activities will be allowed if sufficient space exists for physical distancing. Additionally it facilitates some site specific activities that could not be relocated. The schedule addresses the concerns raised by members of Council to provide timeslots in Torrance and Walker's Point community centres. It also extends the same capacity to the Raymond and Windermere Community Centres in addition to the five centres previously identified.

### Operational Constraints

As noted in our previous [report](#), a number of protocols will be put in place to protect the activity participants and the Township. The protocols will be dynamic and adjusted as conditions change as a result of new directions from the Province and the Medical Officer of Health. They include:

- Organizers will be responsible for registering all participants and maintaining a list of all participants. Information required will including name, address, email address if available and phone number;
- Each participant will be required to undergo and document a self assessment for COVID-19 symptoms and sign a release on behalf of themselves (and any minor children if applicable), absolving the Township of any and all liability stemming from their involvement in the activity. All documentation will be required to be submitted to the Township within 24 hours of the end of the event;
- Access will be provided to the community centre 15 minutes before the scheduled start of the event and the building must be vacated within 15 minutes of the end of the event;
- Access will be restricted to the main assembly room and the washrooms only. All other portions of the building will be off limits; and
- Although kitchens will not be available for use, participants will be allowed to bring in beverages for their personal consumption.

It is proposed to monitor conditions and the operations on an ongoing basis. If there are occurrences of Covid-19 at any of the locations, it will be immediately shut down and reported to the Medical Officer of Health. Any reopening will be subject to the direction of the Health Unit.

## Summary

In light of the recent increases in the number of new COVID cases, staff are concerned with moving too quickly to reopen our facilities and would recommend that Council continue to exercise caution in the consideration of this matter. In view of this, should Council wish to proceed with the reopening of community centres, staff would recommend that the approach outlined in Attachment II be selected with a November start date. This approach will provide additional time to consider Covid-19 case status in Muskoka, as well as ensure an equitable geographic distribution, accommodates a broad audience of users, and limits the Township's expenditures and exposure to risk.

### **RATIONALE:**

The proposed plan will allow for a safe and staged reopening of the Township's community centres during the pandemic.

### **FINANCIAL:**

Under the baseline condition as described in Attachment I, there is no marginal cost to the Township. Revenues are non-existent at the present time. The impact of the lost revenues on the current budget is minimal because they represent a very small percentage of the overall operating expense of the community centres.

The marginal cost to run the facilities in accordance with the schedule outlined in Attachment II (recommended approach) is estimated to be \$3,700 per week (39 cleans) based on more current information.

If Council wishes to expand the number of centres to be opened, the marginal cost for cleaning and disinfection would increase to \$4,100 per week (42 cleans).

All additional costs associated with the reopening of the community centres would be covered through the Phase 1 Safe Restart Grant announced by the Province in August 2020.

### **CONSULTATIONS:**

The following staff assisted or had input to this report:

Annette McLeod, Public Works Operations Assistant

### **ATTACHMENTS:**

Attachment I: Regular schedule under normal circumstances

Attachment II: Recommended alternative with 5 centres opened

Attachment III: Proposed Schedule with additional centres opened

### **STAFF CONTACT FOR MORE INFORMATION:**

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# COVID-19 PUBLIC HEALTH GUIDANCE FOR INDOOR AND OUTDOOR EVENTS & GATHERINGS

This guidance document provides recommendations to help stop the spread of COVID-19 when organizing and attending an indoor or outdoor event or gathering. For additional information to assist with the identification of risks associated with an event or gathering please see the Public Health Agency of Canada's [Risk mitigation tool for gatherings and events operating during the COVID-19 pandemic](#).

An event or gathering is any occasion that involves a number of people in proximity to each other for an extended period of time. This includes weddings, receptions, concerts, festivals, conferences, and cultural and sporting events. The level of risk depends on several factors, including the number of people, participants' health, the environment (e.g. indoors vs outdoors, ventilation), and activities being undertaken. Events or gatherings can contribute to the transmission of infections, including COVID-19. The potential risks for transmission include increased crowds, limited physical distancing, and restricted points of access/exit which force participants through high touch areas (e.g. doors, elevators).

Due to the recent increase in COVID-19 cases, the [Government of Ontario](#) has made changes to the gathering limits for events and social gatherings as of September 19, 2020.

	Monitored Gathering/Event*	Unmonitored Gathering Event
Setting	Businesses and facilities operated in accordance with <a href="#">Ontario Regulation 364/20</a> .  Example: Bars, restaurants, cinemas, convention centres, banquet halls, gyms, places of worship, recreational sporting or performing arts events. See figure 1.0 for additional information.	Place or location not operated in accordance with O. Reg. 364/20.  Example: parties, dinners, BBQ's, receptions (weddings) at private residences, backyards, parks and other recreation areas.
Indoor Capacity	50 people or less	10 people or less
Outdoor Capacity	100 people or less	25 people or less

\*A monitored gathering event is achieved by the organization/business responsible for/operating the facility/space whereby it is expected that the organization/business responsible for the gathering/event will take all reasonable steps to ensure compliance with public health restrictions and "monitor" the event

An indoor event or gathering **cannot** be combined with an outdoor event or gathering so as to increase the applicable limit on the number of people at the event or gathering.

People at their place of work, including performers and crews, **do not** count towards gathering limits but vendors are included in these numbers.

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

## RECOMMENDATIONS FOR ORGANIZERS

- Consider canceling or postponing all non-essential public events (e.g. meetings, dinners, communal services), particularly if they include people who are more vulnerable to the virus, such as the elderly or those who are immune-compromised.
- Plan events outdoors whenever possible. Outdoor gatherings provide greater opportunity for physical distancing and continue to provide the safest means of socializing.

# COVID-19 PUBLIC HEALTH GUIDANCE FOR INDOOR AND OUTDOOR EVENTS & GATHERINGS

- Reduce the number of attendees or change the venue to prevent crowding.
- Singers and players of brass or wind instruments must be separated from any spectators by an impermeable barrier (e.g. plexiglass) in both indoor and outdoor venues.
- Plan to accommodate physical distancing by maintaining a minimum of 2 metres (6 feet) distance between participants from different social circles (e.g. taping off chairs, staggering tables).
- Face coverings are mandatory in all indoor public spaces and recommended outdoors when physical distancing is a challenge.
- Advise employees, volunteers and attendees not to attend if experiencing [symptoms](#) (i.e. fever, cough, difficulty breathing, muscle aches, fatigue, headache, sore throat, runny nose) or have come into contact with someone who has shown symptoms or tested positive for COVID-19.
- Stagger arrivals and departures to avoid congregation of crowds on the initiation and conclusion of the event.
- Provide pre-packaged refreshments.
- Post [handwashing](#) and [hand sanitizing](#) posters in high traffic area and encourage all attendees to wash their hands with soap and water or sanitize their hands with alcohol-based hand sanitizer (at least 60% alcohol-based) as they arrive.
- Increase access to handwashing and hand sanitizing stations.
- Promote personal protective practices (e.g. face coverings, hand hygiene, respiratory etiquette, staying home if ill).
- Follow [Public Health Guidance for Use of Public Washrooms](#) for important information about requirements for safety and cleaning precautions.
- Offer virtual or live-streamed activities.
- Eliminate high risk activities such as those that may result in physical contact between attendees outside of a social circle.
- Close or restrict access to non-essential common areas (e.g. photo booth with props, merchandise kiosks, concession stands, communal lounges).
- Provide sufficient numbers of garbage receptacles for attendees to dispose of used sanitizing wipes, masks, gloves, and other waste properly.
- Dancing is not permitted. Discourage activities that can contribute to the spread of COVID-19 (e.g. singing, cheering, dancing, playing wind instruments, hugging), and encourage alternative practices, where applicable (e.g. humming, clapping, noisemakers, waving).
- If meal service is provided follow these [best practices for food safety](#) and these [guidelines for food service](#).
- A business or place where concerts, artistic events, theatrical performances or other performances are rehearsed or performed require singers and players of brass instruments must be separated from any spectators by Plexiglas or some other impermeable barrier.

## RECOMMENDATIONS FOR ATTENDEES

- Do not attend events when you are sick. Stay home, and seek medical care if needed.
- At the event, maintain a 2 metre (6 feet) distance from others not in your social circle or immediate household.
- Ensure you wash your hands frequently with soap and water or an alcohol-based hand sanitizer.
- Wear a mandatory face covering in all indoor public spaces and also wear a face covering outdoors when physical distancing is a challenge.

## OUTDOOR ORGANIZED PUBLIC EVENTS AND SOCIAL GATHERINGS

- If using a tent or covering with three or more sides/walls; refer to indoor requirements.
- Be aware of the potential for inclement weather and develop a plan to accommodate attendees if severe weather suddenly arises (e.g. plan for a safe indoor space while ensuring physical distancing and provide face coverings for all attendees, or cancelling the gathering/event if inclement weather is predicted or if the attendees cannot be safely moved indoors). If an event is moved indoors, it

# COVID-19 PUBLIC HEALTH GUIDANCE FOR INDOOR AND OUTDOOR EVENTS & GATHERINGS

would be required to reduce capacity to align with indoor gathering requirements (either 10 persons or 50 depending on if the event is monitored)

## INDOOR ORGANIZED PUBLIC EVENTS AND SOCIAL GATHERINGS

- The only time there is an exception to this indoor capacity limit is for the purposes of a wedding, a funeral or a religious service, rite or ceremony, if the gathering is held in a building or structure other than a private dwelling. For these specific events, the following applies in accordance with [O. Reg 364/20](#):
  - The number of persons occupying any room in the building or structure while attending the gathering must not exceed 30 per cent of the capacity of the particular room.
  - All persons attending the gathering must comply with public health guidance on physical distancing.
  - Once the service is over, the 50 person maximum will then apply to any dinner or reception that follows.
- Face coverings are required by attendees and staff for all public indoor organized events and social gatherings.
  - Face coverings may be removed once seated at a table for eating and drinking.
  - Officiant can choose not to wear a face covering while speaking, and 4 metre separation between other people attending is adhered to.

## PUBLIC EVENTS AND SOCIAL GATHERINGS THAT SERVE FOOD

All special events that serve food require approval from the SMDHU. For more information regarding special events and applicable application forms please visit <http://www.simcoemuskokahealth.org/Topics/FoodSafety/SpecialEvents>

**Please contact the Simcoe Muskoka District Health Unit if you have any questions at 1-877-721-7520, Monday to Friday from 8:30 a.m. to 4:30 p.m.**

Figure 1.0: Business/Facility category and indoor/outdoor capacity limits

Business/Facility	Indoor Capacity	Outdoor Capacity	Exemptions
Meeting or Event Space that is regulated by Ontario Regulation 364/20	50 people	100 people	Does not apply if the event space is used for a wedding, funeral or religious service, rite or ceremony.  <b>If operates in compliance with the OCMOH approved plan:</b> The number of people in the meeting rooms cannot exceed <b>50 per room</b> ;
Food premises	Limited to space sufficient to ensure physical distancing	Limited to space sufficient to ensure physical distancing	If facility is used for special event or gathering, the capacity limits apply at 50 people indoor or 100 people outdoor
Places of Worship: Wedding, Funeral,	30% of room capacity or less	100 people	Note that once the ceremony

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Religious Service, Rite, or Ceremony			is complete, celebrations following are subject to indoor and outdoor capacity limits
Wedding, Funeral, Religious Service, Rite or Ceremony at a private residence	10 people or less for the service, rite or ceremony; and not to exceed 10 people for related social gathering	100 people or less for the service, rite or ceremony; and not to exceed 25 people for related social gathering	<b>Capacity exemptions only apply to the service, rite or ceremony and not to related social gathering</b>
Cinemas	50 people	100 people	Capacity limits do not apply to drive-in cinemas.  If facility is used for special event or gathering, the capacity limits apply at 50 people indoor or 100 people outdoor.  <b>If operates in compliance with the OCMOH approved plan:</b> The number of people in each viewing room cannot exceed 50 <b>per room</b> ;
Museums, galleries, zoos, botanical gardens etc.	Limited to space sufficient to ensure physical distancing	Limited to space sufficient to ensure physical distancing	If facility is used for special event or gathering, the capacity limits apply at 50 people indoor or 100 people outdoor
Place of business for performing Arts	50 spectators	100 spectators	Capacity limits do not apply to drive-in or drive-through concerts, artistic events, theatrical performances and other performances.

Revised September 29, 2020

## REFERENCES

- Public Health Agency of Canada. (2020). *Risk mitigation tool for gatherings and events operating during the COVID-19 pandemic*. Retrieved from: <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/health-professionals/mass-gatherings-risk-assesment.html#a2>
- Simcoe Muskoka District Health Unit. (2020). *Public Health Guidance for Use of Public Washrooms*. Retrieved from: [http://www.simcoemuskokahealth.org/docs/default-source/COVID-/public-washrooms-guidance-document\\_aoda-web.pdf?sfvrsn=0](http://www.simcoemuskokahealth.org/docs/default-source/COVID-/public-washrooms-guidance-document_aoda-web.pdf?sfvrsn=0)



**COVID-19  
SAFETY PLAN  
COMMUNITY  
CENTRES  
2020/2021**

## **INTRODUCTION**

### **Purpose**

The Township of Muskoka Lakes remains committed to providing a safe and healthy environment for our renters. A combination of measures will be utilized to minimize exposure to COVID-19. The Safety Plan is to provide guidance to our facility users on the policies, procedures and safety protocols that must be followed to prevent or reduce exposure to COVID-19.

### **Public Health Regulations**

Apply to all applicable Federal, Provincial, and Municipal laws that must be adhered to by all participants, including all regulations outlined by the Simcoe/Muskoka District Health Board and the Chief Medical Officer for the Province of Ontario.

### **Risks**

The risk of person-to-person transmission is increased the closer you come to other people, the more time you spend near them, and with an increase in close contacts. Physical distancing measures help to mitigate the risk.

The risk of surface transmission is increased when many people contact the same surface, and when those contacts happen in short intervals of time. Effective cleaning and hygiene practices help mitigate the risk.

### **Scope**

This COVID-19 Safety Plan applies to all facility users (organizer and participants).

### **Transmission**

Exposure to the virus that causes COVID-19 can occur by:

- Breathing droplets in the air that are generated when people cough or sneeze
- Close contact with other people (shaking hands or hugging)
- Touching contaminated surfaces and then touching the face, mouth or food
- Touching contaminated surfaces and then touching another surface may cause the virus to transfer from one surface to another.

COVID-19 can be transmitted even by people who are not displaying symptoms of the disease. People who may be infected with COVID-19 should not come to a Township facility. This includes people who:

- Have or have had symptoms of COVID-19 in the past 10 days
- Have travelled outside of Canada within the previous 14 days

- Live with or have been in close contact to someone with COVID-19 (presumed or confirmed) within the past 14 days.

## **Risk Identification and Assessment**

The extent of control measures outlined in this Safety Plan will depend on the level of risk to renter/participant health and safety. An important part of the plan is to ensure renter and participants assess their level of risk. Appropriate protective measures will vary according to the level of risk and kind of activities.

There are three primary routes of transmission for COVID-19, all of which need to be controlled. These include contact, droplet, and airborne transmission.

### ***Breathing in droplets in the air***

Public Health advises that COVID-19 is not typically transmitted through airborne transmission, however, if somebody coughs or sneezes they do generate droplets which are airborne for at least a short period of time but do not float in the air and generally fall to the ground within one to two meters. Anybody who is near the individual may risk breathing in these droplets.

Physical distancing (maintaining 2 metres/6 feet of distance from other people at all times) will reduce the risk of this occurring.

### ***Close contact***

Close contact refers to physical contact with another person, for example shaking hands or hugging. When people cough or sneeze droplets may deposit on their skin or clothing, especially if they cough or sneeze into their hands.

People who are carriers of COVID-19 may transfer the virus from their hands or clothing to others during close contact.

### ***Surface contact***

Surfaces can become contaminated when droplets carrying COVID-19 deposit on them, or when they are touched by a person who is infected. Surface contact involves a person touching a contaminated object such as a table, doorknob, handrail etc. and then touching the eyes, nose, or mouth. Surface contact is important to consider because COVID-19 can persist for several days on surfaces.

## **Safe Practices**

### **Physical Distancing**

- Social distancing, also called “physical distancing,” means keeping space between yourself and other people outside of your home.
- Social/Physical distancing should be a minimum of two (2) arm lengths or 6’ apart from another person.
- Together we can slow the spread of COVID-19 by making a conscious effort to keep a safe physical distance between each other. Physical distancing is proven to be the most effective methods to reduce the spread of illness during this outbreak. With patience and cooperation, we can all do our part.

### **How to practice social distancing**

- Greet each other with a wave rather than a handshake.
- Make your event participants aware of social distancing.
- Keep your personal items in a secured bag or leave it in the car.
- No gatherings in the entrance, halls or washrooms.
- The renter and participants should not congregate in the parking areas, or public areas before or after their rental activity.

### **Personal Protection from Infectious Diseases-Guidelines**

- Hand sanitizer will be available in the lobby.
- If you are ill, do not enter the facility - for the safety of others please remain home.
- If a renter or event participant experiences symptoms of being ill, they should go through the self-assessment as provided by the Province of Ontario or call their health care provider, and follow the instructions provided to them.
- Participants should keep their own personal equipment clean and sterilized following manufacturer's recommendations. Keep your equipment or clothing in your personal space. Keep your personal items in a secure bag or leave it in the vehicle.
- Wear a mask at all times when in our facilities. This is based upon the recommendation of the Chief Medical Officer for the Province.
- Occupancy limits for our community centres will now be changed due to COVID-19, the revised limits will be posted and shared individually with all the renters. Please ask your members or participants to adhere to these rules.
- Kitchens will be closed until further notice
- Public water fountains located in the facilities will be off limits until further notice- all groups/participants are asked to bring their own water.
- Do not share food or drinks
- Participants entering or exiting the facility must adhere to social distancing regulations.
- All participants must exit the facility immediately following their event.

### **Hygiene**

- If faced with symptoms of respiratory illness such as fever, cough, or difficulty breathing, please remain at home, consult your physician or public health department and follow their instructions.
- Limit contact with others and avoid interaction with individuals who are ill.
- Proper hygiene can help reduce the risk of infection or spreading the infection to others.
- Wash your hands often with soap and water for a minimum of 20 seconds.

- When coughing or sneezing- cough or sneeze into a tissue or the bend of your arm, not your hand. Dispose of any tissues you have used as soon as possible in a wastebasket and wash your hands immediately afterwards.
- Turn your head away from others when coughing or sneezing.
- Avoid touching your eyes, nose, or mouth.
- Some of the most commonly touched areas in the buildings include: sink faucets, urinals faucet, toilet flush valves, counters, door handles, handrails, and water fountain buttons; use a tissue to touch or clean your hands after using.
- Make sure the hand sanitizer used has at least 60% alcohol and rub on hands thoroughly for 20-30 seconds.

## Appendix A

### COVID-19 Safety Measures Township of Muskoka Lakes Community Centres

#### General Procedures

The purpose is to minimize the health risk of COVID-19 to facility users of the Township of Muskoka Lakes facilities by reducing exposure to the virus through disinfection of touch points and high traffic areas. The procedures have been developed based on information from public health authorities along with requirements/policies by governments at all levels.

#### Pre-booking

Prior to use, facility users must provide the Township of Muskoka Lakes with a COVID-19 Safety Plan along with a detailed program/design plan explaining how they will meet current guidelines. These documents will be reviewed by the Public Works Department and will form essential components of the rental agreement.

Conditions of community centre use have been established for a facility booking.

Each booking will be:

- Maximum duration of two (2) hours; 9am -11am and 2pm-4pm.
- A renters/organizer will be allowed to rent the community centre up to twice a week.
- Booking must be made through the Township at least two (2) weeks in advance.
- Prior to each individual booking a COVID-19 Addendum to Facility Rental – Appendix C is to be signed and submitted to the Township.
- The Township will conduct event audits.

As a renter/organizer of a booking at a community centre they will be required to ensure the following:

- A list of all attendees including their name, telephone number, address and email address if available is maintained.
- All participants should be contacted the day before each event to have them answer the participant screening questionnaire. All participants must be symptom free in order to participate in the event.
- All participants must be screened the day of rental immediately prior to entering the community centre and sign the Participant Screening Checklist – Appendix B.
- A waiver (COVID-19 Assumption of Risk & Release of Liability) – Appendix D must be signed by each participant every time they enter the community center.
- Must adhere to the scheduled event time. All participants must vacate the building promptly upon completion of the event.

- Participant numbers are restricted to capacity of the space or 10 people whichever is less to ensure proper social distancing is followed.
- Under no circumstances is the lockbox code to be given out to anyone. Use only for the organizer of the booking.
- The organizer is responsible for making each participant aware of these requirements and ensuring that they are adhered to.

## **During Rental/Booking**

### **Entrance Restrictions**

- Anyone who is exhibiting symptoms of COVID-19 or has had close contact with a confirmed case cannot enter a Township of Muskoka Lakes building.
- At this time, there will be no food served or licensed events held inside our facilities.
- All activities must always comply with the social distancing measures and recommendations issued by Federal, Provincial, and Municipal Government authorities, including the arrival and departure of participants.

## **Screening**

**Passive Screening and Signage:** There is signage at the entrance prompting custodians, renters, participants and any other staff that may enter the facility to self-identify if they have any signs and symptoms of COVID-19.

There are also:

- Reminders to perform hand hygiene
- Reminders to follow respiratory etiquette
- Reminders to physical distance

**Active Screening:** Using the COVID-19 Participant Screening Questionnaire, the organizer will be present at the entrance to actively screen all participants of the event.

Any participant who screens positive are:

- Not allowed into the community centre to notify the Township of Muskoka Lakes
- Instructed to contact their health care provider, Telehealth (1-866-797-0000) or their local public health unit.
- The organizer must wear a mask when performing the screening.
- The organizer is not to allow entry to any visitor or participant who is not on the organizer's participant list.

Organizer to ensure participants:

- Wear a face mask at all times, unless participant is exempt due to a pre-existing health condition.
- Physical distancing is maintained - a minimum 2 metre (6 foot) distance apart between people.

- Remain in the gathering room and only use washrooms if required. Kitchen and other areas of the community centre are out of bounds.
- Participants bring in their own beverages. Sharing of beverages is not permitted. Municipal water fountains will be closed until further notice.
- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol based hand sanitizer.
- Clean & wipe down your equipment if applicable.
- Organizer is responsible for keeping a list of all attendees including their name, telephone number, address and email address if available. Screening is done by the renter the day before each session.
- Avoid touching your face, nose, and mouth with unwashed hands.

Failure to follow guidelines and policies will result in future booking privileges revoked.

### **After Rental**

Renter/Organizer and all participants are to:

- Wash your hands with hand sanitizer.
- Leave the facility immediately after your booking/event.
- Properly dispose of any garbage
- Exit the building by the main entrance door.
- Contact information, screening results and waivers must be forwarded to the Township immediately after the event by the Renter/Organizer.

## Appendix B

### COVID-19 Participant Screening Checklist

Preserving the health and wellness of our residents is the Township of Muskoka Lakes priority. To prevent the spread of **COVID-19** and to reduce the potential risk to all participants, we are conducting a simple screening questionnaire to be completed prior to each event.

This is only a basic checklist and not meant to take the place of medical advice, diagnosis or treatment.

	YES	NO	COMMENTS
1. Are you experiencing any of the following symptoms: fever, cough, shortness of breath?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Have you experienced <b>cold or flu-like symptoms</b> (fever, dry cough, difficulty breathing, and respiratory illness) in the last 14 days?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Have you travelled outside of Canada in the last 14 days?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Have you been in <b>close contact/live with anyone</b> who has travelled outside of the country and returned in the last 14 days?	<input type="checkbox"/>	<input type="checkbox"/>	
5. Have you <b>had close contact with a person who is in isolation, cared for someone in isolation, or has a suspected or confirmed case of COVID-19?</b>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Have you been told to self-isolate by Public Health or a medical professional?	<input type="checkbox"/>	<input type="checkbox"/>	

If you have answered YES to any of these questions, go home and self-isolate immediately. Call Telehealth or your health care provider to find out if you need to get tested.

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix C**

**COVID-19 Addendum to Facility Rental**

The Township of Muskoka Lakes responded to the direction from our public health officials to first close our facilities, and cease offering services to stop the spread of COVID-19. We are now responding to the Province’s direction that we are now in Stage III of their re-opening plan that allows community centres to open but maintaining the occupancy within the buildings to 10 people. We want to be cautious about re-opening because our priority is the safety of our staff and the public. All groups and individual participants will permit re-opening our facilities to the public solely on the basis that COVID-19 precautions will be adhered to.

We cannot be certain that a person (of any age) will not contact COVID-19 at any one of our facilities but we have taken steps required to develop our Municipal COVID-19 Safety Plan for the Community Centres. We have implemented policies and procedures to keep our community safe. We need to work together to ensure that our facilities stay as clean and safe as possible for every person entering our facilities.

As the representative of a user group, you are required to read and confirm that you understand the COVID-19 Safety Plan and COVID-19 policies & procedures at the Community Centres. You are required to complete and submit the attached checklist and questionnaire for Township approval prior to being granted permission to rent at our facility. You are required to take steps to ensure that all attendees and participants act in accordance with the Municipal COVID-19 Safety Plan.

I have read, understand and agree to this addendum to Facility Use Rental Agreement	Initial Here
I have reviewed the Township of Muskoka Lakes COVID-19 Safety Plan which includes Appendix A, and fully understand that although the Township is committed to provide a safe and healthy environment, COVID-19 is a communicable disease and it is impossible to eliminate complete risk of potential contagion.	Initial Here
I will comply with the requirements regarding social distancing; safe work practices of washing hands; coughing sneezing etiquette; remain at home if I experience any COVID-19 symptoms, such as fever, chills, new or worsening cough, shortness of breath, sore throat and new muscle aches or headaches.	Initial Here
I have completed and submitted the COVID-19 Safety Plan Checklist below.	Initial Here

\_\_\_\_\_  
Print Name Clearly

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Organization (if applicable)

\_\_\_\_\_  
Phone Number (Daytime)

\_\_\_\_\_  
Email Address

## COVID-19 Safety Plan Checklist

**All Organizers are required to complete and submit the following checklist to the Township of Muskoka Lakes for approval, prior to being granted permission to rent our facilities.**

This checklist/plan will form an essential component of your rental agreement/contract

### Step 1: Review the Municipality COVID-19 Safety Plan

- I have received and reviewed the Municipal COVID-19 Safety Plan. We understand that before we are permitted in Municipal facilities, this Safety Plan Checklist must be fully completed by the renter, and then submitted and approved by the Municipality.
- I understand that failure to adhere to the safety plan could result in the removal of access to municipal spaces.
- I confirm that our group will not exceed the maximum capacity for the facility (i.e. Capacities have been reduced as per Public Health recommendations to allow for social distancing).

### Step 2: Assess the risks at your event/sport

Identify areas where there may be risks, either through close physical proximity or through contaminated surfaces. The closer together individuals are and the longer they are close to each, the greater the risk.

- I have identified and have a mitigation plan for areas where people gather and have a plan to minimize risk/exposure.
- I have identified situations and processes where individuals are close to one another and have a plan to minimize risk/exposure.
- I have surfaces that people touch often and have a plan to minimize risk/exposure.

### Step 3: Implement Control Measures to reduce the risk to participants

- I have established maximum participation numbers for our program that meets facility requirements. We agree that we will have no more than the number of attendees/participants that the facility has set as the limited.
- I have communicated to the attendees/participants, and all individuals associated with our group that we have established measures to keep participants and others at least 2 metres apart, wherever possible.
- I have implemented measures to keep participants and others at least 2 metres apart, wherever possible.

- I have established and communicated occupancy limits for common areas such as lobbies and washrooms.
- I have considered and am prepared to bring barriers to separate participants where they can't keep physically distanced.
- I have identified rules and guidelines for how participants should conduct themselves in order to reduce transmission of COVID-19.
- I have clearly communicated these rules and guidelines through a combination of training and signage.
- I have communicated good hygiene practices to all participants.

**Measures in place**

List your control measures for maintaining physical distance for your event in the Township facility.

Describe how barriers or partitions will be used for your event (if applicable):

**Step 4: Develop policies**

Develop the necessary policies to manage your event/activity. We have created policies for our group that will ensure that:

- Anyone exhibiting symptoms of COVID-19 within the last 10 days will not be permitted to enter the facility. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat and new muscle aches or headaches.

Anyone who has been instructed by public health to isolate, or arrived from outside of Canada or had contact with a confirmed COVID-19 case within the last 14 days, will be refused entry to the facility.

Attendees and participants must stay home when sick.

What are your policies for screening/sickness/refusal of entry?

**Step 5: Develop communication plans**

You must ensure that everyone attending your event, or participating in your activity/program knows how to keep themselves safe while participating:

In advance of the use of the municipal facility, we will communicate to all attendees/participants our safety plan as well as the Municipal COVID-19 Safety Plan, and will confirm that they agree to attend our event, or participate in our activity as outlined by the policies and procedures set out in both of these documents.

I have communicated that attendees or participants not observing our plan, or the Municipal COVID-19 Safety Plan, will not be permitted to participate in the Event /activity/program.

All participants/attendees have received the policy, and encouragement, for staying home when sick.

I will obtain contact information from all participants (daily attendance) for contract tracing purposes and will provide this information to the Township of Muskoka Lakes.

Describe how all policies and procedures will be communicated to attendees prior to your booking (event/activity):

**Appendix D****COVID-19 ASSUMPTION OF RISK & RELEASE OF LIABILITY**

In consideration of the permission granted by the Township of Muskoka Lakes to allow the use of its facility, I acknowledge and agree (or if applicable I acknowledge and agree on behalf of my minor child) follows:

1. I am not currently experiencing Covid-19 symptoms such as a fever, cough, sore throat, runny nose, flu-like symptoms, or difficulty breathing, nor have I had these symptoms in the last 14 days.
2. I have not travelled outside of Ontario in the last 14 days.
3. I am not currently positive for Covid-19 nor am I waiting for the results of a laboratory test for Covid-19.
4. I have not been identified as having had contact of someone who has tested positive for Covid-19 nor have I been asked to self-isolate by a medical professional or by any health agency in Ontario either directly or by its website.
5. I acknowledge that Covid-19 has a long incubation period during which carriers of the virus may not show symptoms and still be contagious and that I, or my child, have an elevated risk of contracting Covid-19 by being around other people in a public setting and I hereby assume the risks with respect to acquiring COVID-19 inherent in my, or my child's, use of the Township of Muskoka Lakes facility, including the associated risk of death or severe bodily injury that may accompany Covid-19.
6. I hereby release and save harmless The Township of Muskoka Lakes and its employees and representatives from any and all claims and demands associated with me, or my child, acquiring Covid-19, directly or indirectly from the use of the Township of Muskoka Lakes facility, due to any cause whatsoever, including negligence, breach of contract, mistakes or errors in judgment. This Release of Liability shall be binding upon my heirs, next of kin, executors, administrators, assigns and representatives.
7. I have read this document in its entirety and fully understand its terms.

Participant's Name \_\_\_\_\_ Date \_\_\_\_\_

Name and Signature of Participant (age 18 or older)

\_\_\_\_\_

**AND/OR**

Name of Custodial Parent or Guardian \_\_\_\_\_

Signature of Custodial Parent or Guardian \_\_\_\_\_



# **CUSTODIAN DIRECTION COVID-19 2020/21 SEASON**

## **Custodian Duties/Requirements Prior to Re-opening**

- Make sure all custodian concerns are addressed prior to re-opening.
- Make sure each custodian has sufficient supply of PPE and that a regular supply can be obtained from Glen Martin or another supplier.
- Have a period of time to run through the re-opening procedures with staff prior to opening community centres for bookings. \* **Make sure staff realize the importance of documenting when they clean the community centres. Fill out Community Centre Cleaning and Disinfection logs after each event.**
- Necessary training will be done with custodian prior to opening of the community centres.

## COVID-19 Custodian Screening Checklist

Preserving the health and wellness of our employees is the Township of Muskoka Lakes priority. To prevent the spread of **COVID-19** and to reduce the potential risk to our workforce, we are conducting a simple screening questionnaire that we are asking you to **complete at the beginning of each week, and submit to the Public Works Operations Administrator (PWOA) in advance of starting work. If at any time there are changes in your health and/or situation please notify PWOA or Human Resources immediately.**

This checklist is meant to keep you healthy. It is only a basic checklist and not meant to take the place of medical advice, diagnosis or treatment.

	YES	NO	COMMENTS
1. Are you experiencing any of the following symptoms: fever, cough, shortness of breath?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Have you experienced <b>cold or flu-like symptoms</b> (fever, dry cough, difficulty breathing, and respiratory illness) in the last 14 days?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Have you travelled outside of Canada in the last 14 days?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Have you been in <b>close contact/live with anyone</b> who has travelled outside of the country and returned in the last 14 days?	<input type="checkbox"/>	<input type="checkbox"/>	
5. Have you <b>had close contact with a person who is in isolation, cared for someone in isolation, or has a suspected or confirmed case</b> of COVID-19?	<input type="checkbox"/>	<input type="checkbox"/>	
6. Have you been told to self-isolate by Public Health or a medical professional?	<input type="checkbox"/>	<input type="checkbox"/>	

If you have answered YES to any of these questions, and have not discussed your situation with Human Resources, do not report to work, call the PWOA and call your health care provider for next steps.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Standard Operating Procedures

### COMMUNITY CENTRE COVID CLEANING PROTOCOL

#### 1.0 PURPOSE:

- 1.01 To ensure that all Custodians are cleaning community centres using the proper method. Having a clean facility for a renter and participants is a very important aspect. Cleaning and disinfecting must be done properly after each individual booking.

#### 2.0 RESPONSIBILITIES:

- 2.01 Employees are required to wear the proper personal protective equipment (PPE) at all times. Most proper PPE includes:

- Gloves
- Masks

- 2.02 Employees are required to use following cleaning supplies:

- Counters – disinfectant spray RTU/Glen Martin
- Sinks – disinfectant spray RTU/Glen Martin
- Taps – disinfectant spray RTU/Glen Martin
- Mirrors – glass cleaner - Windex
- Toilet Seats and Base – disinfectant spray RTU/Glen Martin
- Toilet Bowl –Prolink Cyber Blue toilet bowl cleaner
- Stalls – disinfectant spray RTU/Glen Martin
- Change tables – disinfectant spray RTU/Glen Martin
- Dispensers – disinfectant spray RTU/Glen Martin
- Mop Bucket – disinfectant spray RTU/Glen Martin
- Garbage Cans – disinfectant spray RTU/Glen Martin
- Door Handles - disinfectant spray RTU/Glen Martin
- Light Switches – disinfectant spray RTU/Glen Martin
- Floor – floor cleaner –PH neutral Glen Martin
- Chairs & Tables– disinfectant spray RTU/Glen Martin
- Fabric Chairs - disinfectant spray RTU/Glen Martin

#### 3.0 PROCEDURE:

- 3.01 Read and understand the entire operating procedure.
- 3.02 Ensure you are wearing the proper personal protective equipment. See PPE listed above.
- 3.03 Use only the designated approved cleaning supplies and chemicals.
- 3.04 Ensure all high touch surfaces are disinfected in the main gathering rooms, washrooms, halls leading to washrooms and entrance area. Surfaces

- include door handles, accessible push buttons, light switches, handrails, counters, and taps.
- 3.05 Disinfect the lockbox and inserted key itself.
  - 3.06 Empty and wipe all garbage bins after each event. Place a fresh garbage bag in the garbage can and dispose of the full bag along with separated recyclables in the designated location.
  - 3.07 Check all dispensers for stock and damage – toilet paper, paper towel and hand soap. Wipe down and disinfect paper towel dispenser using proper cleaning solutions.
  - 3.08 Clean and disinfect all bathroom sinks, stainless steel taps and counters.
  - 3.09 Ensure all mirrors are cleaned with proper window cleaner.
  - 3.10 Clean and disinfect all toilets by wiping down inside of bowl, seat and base using proper cleaning supplies and chemicals. Leave the lid up so you know that you have cleaned it.
  - 3.11 Clean and disinfect urinals inside and out, top ledge and stainless piping using the proper cleaning solution.
  - 3.12 Wipe down and disinfect washroom stalls and door latches. Disinfect baby change tables.
  - 3.13 Ensure all floors are swept and mopped with proper cleaning solution after each booking.
  - 3.14 Wipe walls in hallway leading to washrooms, along with entrance way.
  - 3.15 If applicable clean and disinfect tables and chairs used.
  - 3.16 Put away all cleaning supplies and chemicals.
  - 3.17 Dispose of used cleaning rags; remove gloves and dispose of, then wash hands thoroughly with soap and water.
  - 3.18 Report on the daily task sheet writing any damage, times of completion and operator initial.

\*NOTE: If employees are not following this procedure they may be subject to progressive discipline.

### COVID-19 “Don’t take it home!”

- Follow workplace prevention and control procedures
- Disinfect personal items before you leave work. Leave any items you’ve used during the day.
- Change clothes when you get home and wash laundry in hot water. Have a hot shower.
- Clean and disinfect frequently touched objects & surfaces in your vehicle.
- Practice social distancing
- Follow proper hygiene methods of washing hands or using hand sanitizer.

## REPORTING ILLNESS

All employees should monitor their health and complete the [online provincial screening tool](#) if they experience any symptoms. Employees must complete this screening as soon as they have a symptom and should not attend work. If you have a household member, or been in contact of someone who has COVID-19 you should follow the guidance from public health on self-isolation. The recommendations provided by the province will be supported by the workplace.

Anyone who begins to feel unwell (fever, new cough or difficulty breathing) while working should return home and self-isolate immediately.

Recommendations from the province (i.e. self-isolation) should be reported to the supervisor, Human Resources, or both. In some cases a test will be available; negative tests will allow an employee to return to work once the symptoms are gone.

Confirmed infectious diseases (positive tests) will need to be reported to coworkers who were in contact with each the confirmed or suspected case. Cases that were contracted at work will be reported to the Workplace Safety and Insurance Board. These cases will require a Muskoka Lakes incident report form to be completed.