



## Community Centre COVID-19 Re-Opening Plan

**Revised: September 18, 2020**

The re-opening of the Crossfield and District Community Centre to the public is being planned for **Monday July 13, 2020**.

The following plan and procedures will help ensure the safety of employees and users of the Crossfield and District Community Centre.

As the COVID-19 pandemic is an evolving situation, this document may be updated as necessary to reflect current Alberta Public Health orders and guidelines.

### **PUBLIC EDUCATION**

- Signage will be posted in the lobby & in each room reminding or informing visitors:
  - Not to enter if they are sick or experiencing common symptoms of COVID-19
  - Maintain 2 metre or 6 feet physical distancing from people outside your household or cohort group
  - Wash or sanitize hands on a regular basis
- A copy of this re-opening plan will be provided to all renters of the Crossfield and District Community Centre.
- Exercise, fitness and wellness groups using the Crossfield and District Community Centre for their classes will be required to provide a written plan outlining how they will implement the requirements from Alberta Health. This plan should be reviewed with Alberta Health Services (AHS) to ensure it complies with all of the requirements.
- All renters of the Crossfield and District Community Centre will be provided with copies of the appropriate guidance documents from Alberta Health, including but not limited to:
  - Guidance for Indoor Events
  - Guidance for Sport, Physical Activity and Recreation
  - Guidance for Food Catering
  - Guidance for Restaurants, Cafes, Pubs and Bars
- Per Alberta Public Health guidance, all renters are required to designate a “responsible person” that will ensure orders and recommendations are adhered to. ***This person must be included on the rental contract.***
- Any facility user found disregarding any Alberta Health or Town of Crossfield order, rule or recommendation may be asked to leave the facility at the discretion of the Town of Crossfield.
- ***Facility use privileges may be revoked if user groups are found to disregard Alberta Health and/or Town of Crossfield rules, recommendations or orders.***
- For questions or clarification on public health orders and recommendations, users of the Crossfield and District Community Centre can contact Alberta Health Services Environmental Public Health:
  - On-call health inspector: 403-943-2288
  - [www.albertahealthservices.ca/eph](http://www.albertahealthservices.ca/eph)
- All information and guidance related to COVID-19 can be found on Alberta Health’s website:
  - [www.alberta.ca/coronavirus-info-for-albertans](http://www.alberta.ca/coronavirus-info-for-albertans)
  - [www.alberta.ca/guidance-documents](http://www.alberta.ca/guidance-documents)
  - [www.alberta.ca/biz-connect](http://www.alberta.ca/biz-connect)

## PHYSICAL DISTANCING MEASURES

- To maximize distancing of people entering and exiting the facility, the front doors will be assigned as follows:
  - East set of doors = “Entrance”
  - West set of doors = “Exit”
- Renters are encouraged to avoid gathering in the lobby area. Please proceed directly to the room you have rented.
- Renters should consider options to facilitate physical distancing, including:
  - Directing flow of people attending your event using signs, ropes, floor markings, greeters, etc.
  - Using reservations, invitations and staggered entry/exit times
  - Spacing tables and chairs 2 metres or 6 feet apart
  - No more than 6 individuals should be seated at a table and those seated at the same table should be from the same household or social cohort
  - **\*\*Please Note: the only acceptable material to use for floor markings in the Crossfield and District Community Centre is masking tape and it must be removed at the end of your event\*\***
- Groups participating in high intensity physical activity (e.g. classes using dance, hot yoga, boot camp) must ensure that physical distancing of 3 metres or 10 feet is maintained between all participants, including instructors.
- More than one booking can take place at the same time, as long as they are smaller groups and start and end times can be staggered to help avoid mixing of different groups.
- Depending on the type of rental, no more than 100 people are allowed in the Crossfield and District Community Centre at any given time.
- Alberta Health capacity restrictions for indoor events:
  - Maximum of 50 people for social gatherings (e.g. wedding receptions and funeral receptions, birthday parties, etc.)
  - Maximum of 100 people for seated/audience settings (e.g. wedding and funeral ceremonies, etc.)
- Crossfield and District Community Centre Occupancy Limits:
  - Main Hall:
    - Maximum of 50 people for social gatherings
    - Maximum of 100 people for seated/audience settings
  - Multi-Purpose Room:
    - Maximum of 40 people for social and seated/audience settings
  - Arts & Crafts Room:
    - Maximum of 15 people for social and seated/audience settings
- Tables and chairs will be provided to accommodate the maximum number of people for each room. All extras will be put away. **Tables and chairs are not permitted to be moved from room-to-room.**
- The middle 2 urinals in the men’s washroom will be closed to allow for physical distancing.

## CLEANING AND HYGIENE

- Hand sanitizer is provided throughout the Crossfield and District Community Centre (in each of the Main Hall, Multi-Purpose Room, Arts & Crafts Room, Lobby and Kitchen).
- All users are encouraged to bring their own sanitizer to their events.
- Regular hand washing and/or sanitizing is strongly encouraged.
- Facility users should wear masks if physical distancing cannot be achieved.
- The chairs at the Crossfield and District Community Centre are cloth. Therefore, rentals using the chairs will be booked a minimum of 24 hours apart to allow adequate time for the virus to die. In addition, they will be sprayed with a disinfectant following each use.
- The Crossfield and District Community Centre will be cleaned following each rental.

- High touch surfaces will be disinfected following each rental (e.g. tables, countertops, light switches, door handles, sound system controls, kitchen cupboard doors/handles, dishwasher handles/controls, stove handles/controls, toilet flush handles, soap/sanitizer dispensers, faucets, etc.).
- Renters will be provided a spray bottle of disinfectant and are encouraged to sanitize high touch surfaces on a regular basis and at the end of their event (e.g. tables, countertops, light switches, door handles, sound system controls, kitchen cupboard doors/handles, dishwasher handles/controls, stove handles/controls, toilet flush handles, soap/sanitizer dispensers, faucets, etc.).
- Renters are encouraged to bring and use their own audio equipment. If the town's equipment is used, renters will be expected to disinfect all microphones, cables, remotes, etc. that are used. This equipment will be disinfected by Town staff prior to being signed out to renters.
- Microphones should not be shared between different people. If it is shared, it must be disinfected between each speaker.
- Following your event, tables are to be left standing with nothing on them and chairs are to be stacked in groups of 5 along the walls so they can be cleaned and disinfected prior to the next booking.
- Alberta Health Guidance for Flushing Water Systems requires a minimum residual chlorine level of 0.1 – 0.2 mg/L in a building's water lines. On Friday July 10, 2020 all water lines and the hot water tank were flushed and subsequently tested for residual chlorine with the assistance of the Town of Crossfield's Water and Wastewater Operator:
  - Cold water tests ranged from 0.56 to 0.87 mg/L of residual chlorine throughout the building
  - Hot water tests ranged from 0.54 to 0.70 mg/L of residual chlorine throughout the building
- Coat hangers will be removed from all coat rooms until further notice.
- The drinking fountain in the lobby will remain closed until further notice.
- The ice machine in the bar will remain closed until further notice. Users will have to bring their own ice for events.

#### **SCREENING FOR SYMPTOMS AND RECORDS MANAGEMENT**

- Organizers should consider having attendees complete a COVID-19 screening checklist prior to attending an event. A template can be found on the Alberta Health websites provided above.
- Organizers should consider collecting the names and contact information of attendees to assist Alberta Health Services with contact tracing should a COVID-19 outbreak occur.
  - Note that providing information is voluntary for attendees and consent must be obtained prior to collecting information. Attendees should also be informed of the reason for collecting this information
  - These records should only be kept for 14 days and must be kept in a secure location to protect the personal information

#### **FOOD CATERING**

- Buffet-style or self-serve meals are not recommended by Alberta Health.
- Caterers must be the "responsible person" for the event they are catering.
- Please refer to the "Guidance for Food Catering" and "Guidance for Restaurants, Cafes, Pubs and Bars" documents for more detailed information on serving food at your event.
- It is also recommended to contact a health inspector at Alberta Health Services prior to your event (phone number provided above) to ensure compliance with all public health orders and recommendations related to serving food.

#### **RESPONSE**

- The Town of Crossfield may be contacted via:
  - Telephone: 403-946-5565
  - After Hours Telephone: 403-946-5878
  - Email: [town@crossfieldalberta.com](mailto:town@crossfieldalberta.com)

- Users of the Crossfield and District Community Centre should have a response plan in place that addresses how to deal with an attendee that shows symptoms or tests positive for COVID-19. This response plan should include:
  - Immediately isolating the attendee from others and having them leave the facility
  - Cleaning and disinfecting all surfaces that may have come into contact with the symptomatic attendee
  - Requiring hand hygiene and masking of the attendee
  - Ensuring the attendee isolates as soon as possible
- ***All users are required to notify the Town of Crossfield if they have someone attend their event with symptoms of COVID-19 or if an attendee has tested positive for COVID-19.***
- A copy of the response plan should be provided to the Town of Crossfield.
- If the Town of Crossfield is notified of someone attending an event at the Crossfield and District Community Centre who has tested positive for COVID-19, the following actions will be taken:
  - All bookings will be cancelled for the following **24 hours**
  - The room and all areas potentially accessed by the affected attendee will be cleaned and disinfected
  - Alberta Health Services will be notified