CORPORATION OF THE TOWN OF MATTAWA

MIKE RODDEN ARENA & COMMUNITY CENTRE

SAFETY PLAN

COVID-19 SAFE OPERATIONS

A guide for the safe operations of the Mike Rodden Arena & Community Centre in accordance with the provincial guidelines as set by the Province and the North Bay Parry Sound District Health Unit to minimize the risk of transmission of the COVID-19 virus
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Introduction

This Safety Plan will outline the steps taken by the Corporation of the Town of Mattawa staff to ensure that the Mike Rodden Arena & Community Centre staff meets the requirements of the Province and the North Bay Parry Sound District Health Unit for the re-opening to minimize the risk of transmission of the COVID-19 virus.

Additionally, through guidance from Parks and Recreation Ontario and ORFA, along with other industry partners, extra measures have been taken to ensure that the highest standards and processes have been adopted as they relate to preventing the transmission of COVID-19 amongst our user and rental groups.

This Safety Plan will form the framework for employees, user groups and patrons alike as we adapt our operations to resume a level of business activity within our facilities while still faced with the threat of this pandemic.

It is through our combined efforts, cooperation, and sense of duty that we work together to minimize the risk to our employees, user groups, participants, renters, contractors, and greater community. Please do not hesitate to contact us should you require additional information and/or clarification, 705-744-5611 or 705-744-2311.

Thank you for your anticipated support and cooperation. Stay Safe.

Corporation of the Town of Mattawa
Mike Rodden Arena & Community Centre Employee Safety Plan

COVID-19 Staff Assessment

To avoid transmission between employees and guests, every employee suspected or confirmed to have contracted COVID-19 must stay home.

Any employee experiencing respiratory illness similar to the flu or a cold such as fever, chills, cough, and shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue or loss of appetite should stay home from work and start to self-isolate immediately. You may use the Ontario COVID-19 self-assessment tool https://covid-19.ontario.ca/self-assessment/ if you're worried you were exposed to COVID-19 (novel coronavirus) or have symptoms. Contact the North Bay Parry Sound District Health Unit at 705-474-1400 for advice. Follow the advice you receive and inform your supervisor.

Sick Workers

- Sick workers should report their symptoms to their supervisor immediately.
- The employee will be sent home. Contact the Health Unit’s Call Centre. The Call Centre is responding to calls Monday to Friday, 8:30 a.m. to 4:30 p.m. at 1-800-563-2808 option 5 for further guidance related to testing and self-isolation.
- If the worker is severely ill (e.g. difficulty breathing or chest pain), call 911.
- Clean and disinfect any surfaces that the ill worker has come into contact to.

Hand Hygiene

Employees must wash their hands upon entry to the building and before and after use of shared equipment, supplies, materials, before and after eating and breaks and providing customer service.

Face Coverings

At this time, wearing a face mask at all times is mandatory. This will be updated as required according to provincial health recommendations.

Cloth face coverings must be properly cleaned. All face coverings that cannot be cleaned should be thrown out and replaced as soon as they get slightly wet, soiled or crumpled.

Please refer to the Use of Mandatory Face Coverings for Employees Policy.

Shared Spaces/Equipment

- Staff should try to maintain physical distancing in all areas including shared spaces such as the Administration Office and designated staff rooms.
- Personal items brought into the workplace (e.g. bags, shoes, jackets) must be kept to a minimum.
• If personal items are brought into the workplace, adequate space must be provided between each employee’s items to encourage physical distancing and to reduce transmission.
• All personal belongings must be brought home at the end of each shift.
• All surface areas in shared common spaces should be properly disinfected after each use.
• Staff room should be cleaned after each use with a deep clean of all equipment at the end of the day.
Mike Rodden Arena & Community Centre COVID-19 Safety Plan

The procedures listed in this document meet the requirements for provincial orders, health unit regulations and industry guidelines:

- Areas identified where people gather (washrooms, ice surface, Community Hall, lobby, spectator seating, change rooms and staff rooms).
- Job tasks identified where employees are close to one another or the public.
- Surfaces identified which people touch often (door handles, light switches).
- Identified rules and guidelines for how employees should conduct themselves.
- Clearly communicated new guidelines to staff through a combination of training and signage.
- PPE training completed prior to opening.
- Handwashing locations are visible and easily accessible.
- Cleaning protocols implemented for shared workspaces and equipment.
- Training provided for COVID-19 training procedures.
- Policies are in place for employees who are showing symptoms of COVID-19.
- Visitors are prohibited or limited in staff dedicated spaces.
- Staff should leave the building immediately after their shift ends.
- Regular procedure review will occur to ensure safety for staff and patrons.
Municipal Facility Ice Rental Policy

<table>
<thead>
<tr>
<th>POLICY:</th>
<th>Municipal Facilities COVID-19 Ice Rentals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Committee:</td>
<td>Recreation, Tourism &amp; Special Projects</td>
</tr>
<tr>
<td>Effective Date:</td>
<td>September 14, 2020</td>
</tr>
<tr>
<td>Most Recent Revision:</td>
<td>September 14, 2020</td>
</tr>
</tbody>
</table>

**SCOPE**

This Municipal Facilities COVID-19 Ice Rentals policy applies to all users.

**POLICY**

Due to the COVID-19 Pandemic and changes issued by the Province and the North Bay Parry Sound District Health Unit the Town of Mattawa is implementing the following policy with regards to the Mike Rodden Arena & Community Centre rentals.

Please note that all ice rentals are subject to change/cancellation depending on the status of COVID-19 and any provincial regulations that may be put in place.

**PROCEDURES**

**Pre-Booking**

- All COVID-19 Safety Plans must meet the [https://www.ontario.ca/page/framework-reopening-our-province-stage-3](https://www.ontario.ca/page/framework-reopening-our-province-stage-3) orders, guidelines and recommendations, as well as sport-specific guidelines provided by Provincial Sport Organizations.
- Sports teams will be required to provide an insurance certificate naming the Corporation of the Town of Mattawa as an additional insured to policy and provide game play structure policies to ensure all programming complies with Health Unit and Municipal Facility Guidelines
- All participants will be required to sign waivers prior to entry
- Recreation Staff will do their best to accommodate team schedules
- All Facility rentals will be pre-scheduled via email arenascheduling@mattawa.ca

**Entrance**

- Participants may enter the building no earlier than 15 minutes prior to the start of their ice time
- Entrance to the facility will be as normal practice through the main doors (Hurdman Street)
- Face coverings must be worn upon entering the facility, in dressing rooms, in the lobby and common areas, when travelling to other areas within the facility, when coaching and while in spectator seating
- Mandatory Health Screening upon entry. Door Greeter will collect contact information to support contact tracing if necessary by way of a sign-in sheet
- When exiting the arena, you will leave via the exit doors located to the east of the building (near dressing rooms). Directional signage will direct flow

Committee: Recreation, Tourism & Special Projects
Effective Date: September 14, 2020
Most Recent Revision: September 14, 2020
• All participants who enter the building are encouraged to sanitize their hands using the hand sanitizer dispenser provided near the entry

• Spectator Seating will be subject to gathering limits and physical distancing measures. Spectators must not loiter in the hallways/common areas. The spectator seating occupancy limit is set to 20.

Upon Building Entry
• Dressing rooms are assigned to each user group and will be posted at each dressing room door
• A COVID Ambassador be assigned and be a visible presence. This individual (parent/coach/volunteer/instructor) will oversee adherence to the return to play plan, facility guidelines, and ensure that COVID protocols are being followed.
• Player dressing rooms have signage/markers to indicate seating for proper social distancing
  o Dressing Rooms 1 and 5 have a maximum participant capacity of 9 users
  o Dressing Room 2 has a maximum participant capacity of 6 users
  o Dressing Room 3 has a maximum participant capacity of 5 users
  o Dressing Room 4 has a maximum participant capacity of 10 users
  o Dressing Room 6 has a maximum participant capacity of 8 users
  o Dressing Room 7 has a maximum participant capacity of 4 users
• Dressing rooms will be available no more than 15 minutes prior to the start of the ice time
• Participants advised and directed to arrive in the appropriate gear and equipment for activity (other than skates and helmets)
• Water fountains and vending machines are not available
• Showers in the dressing rooms are closed
• Washrooms are available
• Faucets in dressing rooms should only be used for washing of hands
• Skate guards/shoes and small equipment bag are permitted to remain in designated dressing room as the participant takes the ice.
• Any food and drinks brought into the facility must be consumed in designated seating area.
• No Lost & Found designated area. All items left behind will be disposed of.

Ice Entry
• During floods, participants waiting to enter the ice should not congregate at the rink entrance door. We ask that participants maintain physical distancing requirements and wait in their assigned dressing rooms until it is time to enter the ice surface

On-Ice Procedure
• The maximum capacity of on-ice participants and coaches is 25. These numbers were calculated by taking into consideration the ages, skill levels, intended use of the rink space and guidelines set forth by National and Provincial Sport Organizations.
• Drills must meet provincial guidelines for maintaining physical distancing. No contact drills allowed.
• Participants and Coaches must always keep gloves and equipment on. One designated person must pick up pucks and other training materials at end of the session. Participants will not share water bottles.
• Absolutely no spitting in the facility or on the ice.
• Players benches will be available, however, if they are to be used the rental client must outline the guidelines in their safety plan.
• Only 1 person may enter the scorekeeper’s box at a time. Sanitizer spray and paper towels will be provided. If the facility renter chooses to use the score clock, they will be responsible for sanitizing the controls before and after use.

Exit Ice and Building Procedure
• At the end of the session, participants must exit the ice promptly in single file and return to their assigned dressing rooms.
• Participants will change from skates back to street shoes in the same dressing room
• Participants must exit the building through the exit doors located near the dressing rooms within 15 minutes of the end of their ice time.
• Hand sanitizer dispensers are mounted at each of the exits.

Safety Protocol
• Dressing rooms will be sanitized and disinfected in between uses
• Please note that sanitization of all other arena spaces will only occur periodically. Hall washrooms will be sanitized twice daily
• Wash your hands - Practice physical distancing - Do not share equipment
• Occupancy limits have been reduced to a maximum of 50 people at any one time. This includes Recreation Staff
• NO SPITTING ANYWHERE IN THE FACILITY OR ON THE ICE.
• To ensure our facilities can remain open and safe, please obey all rules as presented by the Corporation of the Town of Mattawa and be courteous to staff.

Public Skating
• Every Saturday as per schedule
• Public Skating Hours are from 6-7 pm
• Family Skating Hours are from 7:30-8:30 pm
• Maximum of 50 participants including facility staff
• First come first serve basis
• Designated dressing rooms open for lacing skates
• Must adhere by contents of this policy for entrance, upon building entry, exit ice and building procedure and safety protocols procedures

FORMS
1. Municipal Facility User General Liability Insurance Program Form
2. Participant Waiver Form
3. Mike Rodden Arena & Community Centre COVID-19 Municipal Facility Guidelines
Municipal Facility Community Hall Rental Policy

<table>
<thead>
<tr>
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**SCOPE**

This **Municipal Facilities COVID-19 Community Hall Rentals** policy applies to all users.

**POLICY**

Due to the COVID-19 Pandemic and changes issued by the Province and the North Bay Parry Sound District Health Unit the Town of Mattawa is implementing the following policy with regards to the Mike Rodden Arena & Community Centre rentals.

Please note that all facility rentals are subject to change/cancellation depending on the status of COVID-19 and any provincial regulations that may be put in place.

**PROCEDURES**

**Pre-Booking**
- All COVID-19 rentals must meet the [https://www.ontario.ca/page/framework-reopening-our-province-stage-3](https://www.ontario.ca/page/framework-reopening-our-province-stage-3) orders, guidelines and recommendations, as well as sport-specific guidelines provided by Provincial Sport Organizations.
- Facility rentals scheduled via arenascheduling@mattawa.ca
- Facility Rentals will be required to provide an insurance certificate naming the Corporation of the Town of Mattawa as an additional insured to policy and provide safety protocols to ensure activities comply with Health Unit and Municipal Facility Guidelines.
- Health Screening and participant contact information plan required prior to rental approval

**Facility Rental Requirements**
- Maximum of 50 people permitted
- Kitchen, Bar and washrooms are available
- Hall must be thoroughly cleaned after use and cleaning supplies will be provided
- All waste and recyclables shall be bagged and sealed
- All events/activities must be under the supervision of a responsible adult at all times (19 years of age or older)
- Adhere to municipal facility COVID-19 Safety Plan
- Adhere to Municipal Alcohol Policy

**FORMS**
- Mike Rodden Arena & Community Centre COVID-19 Municipal Facility Guidelines
- Municipal Facility Health Screening Questionnaire
Municipal Facility Fitness Training Policy

<table>
<thead>
<tr>
<th>POLICY:</th>
<th>Municipal Facilities COVID-19 Fitness Training</th>
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<tbody>
<tr>
<td>Committee:</td>
<td>Recreation, Tourism &amp; Special Projects</td>
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</table>

**SCOPE**

This Municipal Facility COVID-19 Fitness Training policy applies to all users.

**POLICY**

Due to the COVID-19 Pandemic and changes issued by the Province and the North Bay Parry Sound District Health Unit the Town of Mattawa is implementing the following policy with regards to the Mike Rodden Arena & Community Centre rentals.

Please note that all ice rentals are subject to change/cancellation depending on the status of COVID-19 and any provincial regulations that may be put in place. Your health and safety is our number one priority. This policy will help ensure the safety of everyone.

**PROCEDURES**

**Pre-Booking**
- Pre-registration is mandatory
- All participants will be required to complete registration forms, sign waivers prior to entry

**Entrance**
- Do not arrive until 15 minutes before your scheduled class time. When waiting in line to enter the facility, stand on designated lines 2 metres (6 feet) apart.
- Entrance to the facility will be as normal practice through the main doors on Hurdman Street.
- Face coverings must be worn upon entering the facility, in the lobby and common areas, when travelling to other areas within the facility but you will not be required to keep it on during training. If you would like to wear one, please understand that it can limit your ability to breathe during exercise. Rest assured at all times, staff will wear a face covering for the safety of everyone.
- Upon entering the facility, use the hand sanitizer, complete the health screening questionnaire, and sign-in on the form provided.

**Upon Building Entry**
- Arrive in your work out gear
- Bring your own personal water bottle
- Washrooms are available (no access to change rooms)
- No spectators permitted in the facility other than one accompanying guardian for participants under the age of 18.
Training
- Keep a 2 metre (6 feet) distance between each other. Designated spaces will be assigned to each participant and you are to remain within designated training area for the duration of your session. The only exception will be if you reside in the same household (referred to as a family unit).
- Training will be individually based with no physical contact.
- Depending on the type of class, participants may be asked to bring own equipment (i.e. hand weights, yoga mat). Registration forms will specify if any is required.
- Any facility equipment used during training will be thoroughly cleaned and disinfected prior to and after each use.
- Training equipment must be used by only one participant or family unit per class – no multi-use between participants in a class even if disinfected between uses. No sharing of equipment permitted.

Exit Hall and Building Procedure
- At the end of the session, participants must exit the building via the main doors
- Do not leave any items behind i.e. water bottles, exercise equipment
- Hand sanitizer dispensers are mounted at each of the exits.

Safety Protocol
- Deep cleaning and sanitization before and after each training session
- Please note that sanitization of all other spaces will only occur periodically. Hall washrooms will be sanitized twice daily
- Wash your hands - Practice physical distancing - Do not share equipment
- Occupancy limits have been reduced to a maximum of 50 people at any one time. This includes Recreation Staff

FORMS
1. Participant Registration & Waiver Form
2. Mike Rodden Arena & Community Centre COVID-19 Municipal Facility Guidelines
3. Municipal Facility Health Screening Questionnaire
User Group and Patron Safety

The health and safety of our user groups, patrons, participants, contractors, and employees is our number one priority. The staff has employed several measures to ensure the personal and collective wellbeing of all participants.

Facility users will be screened for COVID-19 prior to entering the facility and will be asked not to proceed into the venue should they display any of the following symptoms:

- Fever
- Chills
- New or worsening cough
- Shortness of breath
- New muscle aches or headache
- Sore throat
- Have travelled outside of Canada within the last 14 days
- Are a close contact of a person who tested positive for COVID-19

Face Coverings

In our facility, you must wear a face covering whenever you are not actively engaging in a physical activity. For example, face coverings must be worn:

- Upon entering the facility
- In dressing rooms
- In the lobby and common areas
- When you're traveling to other areas in the facility
- If you're coaching
- If you are a spectator

You do not have to wear a mask if you meet any of the exemption criteria. Learn more at https://www.myhealthunit.ca/en/health-topics/facial-coverings-non-medical-masks.asp

Physical Distancing

Guests will be reminded to practice social distancing by adhering to the 2-metre (6 foot) separation guideline.

- Signage throughout the facility along with engineered controls will serve as constant reminders that maintaining social distancing is key to the prevention of transmission of COVID-19.
- Washrooms will be modified in relation to facility capacity, as well, as stalls/urinals sectioned off to ensure appropriate distancing is applied.
- Common areas will be reconfigured to adjust to the distancing guideline with arena capacities being adjusted to meet the new regulations.
- Social distancing floor markers and signage will be used to direct flow throughout the venue and in each of the designated arenas.
Hand Sanitizers

Hand sanitizers, will be placed at various locations throughout the venue including all entrances.

Signage

Signage will be posted through the venue to communicate a variety of key messaging reminders concerning health and hygiene, social distancing guidelines, capacity guidelines and to assist with directional flow throughout the venue.

User Groups/Private Renters

A return to play safety plan is required by all ice rental user groups. Private rentals such as weddings will need to provide staff with safety protocols for protection of facility users as part of the rental booking agreement. This is to ensure the safe and responsible use of the booked space in accordance with the provincial framework: https://www.ontario.ca/page/reopening-ontario.

NOTE
These protocols are being implemented to ensure the safety of all staff, participants, user groups and the greater community. Together, through our combined efforts we can reduce the transmission of COVID-19 resulting in a safe environment for all to enjoy!
Facility Detailed Cleaning/Sanitization Plan

Recreation staff will be trained and understand the required level of cleaning services applied throughout the Mike Rodden Arena & Community Centre to ensure employees, patrons and contractors are protected against the transmission of the COVID-19 virus.

Recreation staff will clean all surfaces as per the schedule below:

<table>
<thead>
<tr>
<th>FREQUENCY</th>
<th>AREAS OF INTEREST</th>
</tr>
</thead>
<tbody>
<tr>
<td>After Each User Group</td>
<td>• Dressing Rooms</td>
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<tr>
<td></td>
<td>• Fitness Training Equipment</td>
</tr>
<tr>
<td></td>
<td>• Ice resurfacing</td>
</tr>
<tr>
<td>Frequently Cleaned Areas (min. 3 times per shift)</td>
<td>• Door Touch Points</td>
</tr>
<tr>
<td></td>
<td>• Players Benches</td>
</tr>
<tr>
<td></td>
<td>• Washrooms</td>
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<tr>
<td></td>
<td>• Timekeeper Box</td>
</tr>
<tr>
<td></td>
<td>• Common Surfaces</td>
</tr>
<tr>
<td></td>
<td>• Light switches</td>
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<tr>
<td>As Scheduled (daily, at end of evening)</td>
<td>• Floors</td>
</tr>
<tr>
<td></td>
<td>• Partitions</td>
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<tr>
<td></td>
<td>• Doors</td>
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<td>• Tables</td>
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<tr>
<td></td>
<td>• Chairs</td>
</tr>
<tr>
<td></td>
<td>• Garbage Cans</td>
</tr>
<tr>
<td></td>
<td>• Recycling Bins</td>
</tr>
</tbody>
</table>
Facility Operator Training

Recreation staff when required, will receive or have achieve training in the following category to ensure our workers are safe, secured, and protected while achieving the expected standards of cleaning required during COVID-19 and any future pandemics.

- Workplace Restart Orientation (In House) & Review of COVID-19 Safety Plan
- COVID-19 Training for Supervisors
- Personal Protective Equipment Training
- WHMIS
- Staff COVID-19 Self-Assessment
  - Any employee experiencing respiratory illness must contact the North Bay Parry Sound District Health Unit (705-474-1400) for advice
- Proper personal hygiene practices for staff to mitigate transmission risks
  - Wash hands with soap and water
    - Upon entry of building
    - Before and after eating and breaks
    - Using shared equipment
    - Providing customer service
- Proper use, safe handling and disposal, and purpose of Personal Protective Equipment
- Emergency Evacuation Protocol
- Facility Capacity and Traffic Flow
Facility Operator Worker Protection

To ensure the wellbeing and health of our employees decrease operational costs, and maintain business continuity, the Mike Rodden Arena & Community Centre will utilize the following practices:

- All employees and patrons exhibiting any COVID-19 symptoms will be asked to stay home and report to a health care provider.
- Frequent handwashing with soap and water for at least 20 seconds each time, otherwise, alcohol-based hand sanitizer will be provided throughout the facility.
- Safety talks will be conducted weekly between Recreation Supervisor and staff to discuss:
  - Inventory
  - Personal hygiene practices
  - Worker safety and concerns
  - Participants safety and concerns, if any
- Employees are required to wear a face covering (when the facility is open to the public or when social distancing is not possible) and should be aware of the following:
  - Masks can become contaminated on the outside when touched by hands so employees should avoid touching or adjusting them often
  - Masks that become wet, soiled or damaged are less effective and must be replaced immediately
  - Masks must be put on and taken off correctly, including not touching the front of the mask, and washing hands
  - Cloth masks must be washed every day using the warmest water setting, and store in a clean dry place to prevent contamination
- Never share masks with others
Forms

- Municipal Facility User General Liability Insurance Program Form
- Participant Waiver Form
- Mike Rodden Arena & Community Centre COVID-19 Municipal Facility Guidelines
- Municipal Facility Health Screening Questionnaire
- Participant Registration & Waiver Form
Municipal Facility User General Liability Insurance Program

As a User of this facility owned and / or operated by The Corporation of the Town of Mattawa, you have the option to purchase Commercial General Liability insurance through the Facility User Insurance Program. This coverage provides the Facility User and their participants during an event / activity with Commercial General Liability insurance in the amount of $2,000,000 or $5,000,000 per occurrence and $2,000,000 or $5,000,000 Annual Aggregate (as purchased and evidenced on the attached certificate of insurance), including the following coverages:

- Third Party Participant Liability
- Tenant’s Legal Liability
- Non-Owned Automobile Liability

This coverage protects you, the User, if an action is brought against you for allegedly causing bodily injury or property damage to a third party. This coverage does not apply to damage to your personal property or a participant’s personal property. In the event of a claim, there is a $1,000 deductible per occurrence. The Corporation of the Town of Mattawa is automatically listed as an Additional Insured.

**Important Read Carefully**

Effective June 1, 2020, the insurer for this program has placed an infectious disease (COVID-19) exclusion. This exclusion applies to all events occurring on or after June 1, 2020.

This insurance will not cover any claim caused directly or indirectly from:

a) Coronavirus disease (COVID-19);
b) Severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2);
c) any mutation or variation of SARS-CoV-2;
d) any fear or threat of a), b) or c) above.

Accidental Death & Dismemberment Coverage (AD&D)

For Sporting Event / Activities only, as part of the Facility User Coverage

- AD&D coverage provides a lump sum payment and limited reimbursement of some out-of-pocket expenses to the User, event participant, and third party if a covered accidental injury occurs at the insureds event / activity.
- Coverage only applies to persons 70 years of age or younger provided one or more of the following conditions applies:
  - The Facility User is injured by a participant / invitee in an accident at the insured sporting event / activity;
  - A participant / invitee is injured by another participant / invitee in an accident at the insured sporting event / activity;
  - A Third Party is injured by the User or a participant / invitee in an accident at the insured sporting event / activity.
- The Principal Sum under the AD&D coverage is $25,000 and is payable if a covered injury as described above causes death to the insured person. Other injuries that are covered under the policy are subject to payment of a percentage or multiple of the Principal Sum, depending on the nature of the injury.
- There is no income replacement coverage afforded under this policy.
- For further details please contact your representative at the Town of Mattawa for a copy of the ‘Accidental Death and Dismemberment Coverage Endorsement’.

Additional questions may be directed to your Rivet Insurance Client Service Representative:
Samantha Elliott
T: 705-474-4430
E: ss.elliott@rivet-insurance.com

This program is not offered by The Corporation of the Town of Mattawa and does not assume any responsibility whatsoever for damages resulting from participation in the program.

The Corporation of the Town of Mattawa disclaims any commercial interest in the insurance offered by Certain Underwriters at Lloyd’s, as underwritten by BFL CANADA Risk and Insurance Services Inc.

The Corporation of the Town of Mattawa provides administrative support to BFL CANADA Risk and Insurance Services Inc. for this program to assist the users of the facilities and remits all premiums and taxes collected to BFL CANADA Risk and Insurance Services Inc.

Our Summary of Insurance is for information purposes only. The insuring agreements, general terms, conditions and exclusions of the actual policy will govern specific application of the various coverages referred to herein. At all times, policy wordings supersedes this Summary of Insurance.
PARTICIPANT WAIVER OF CLAIMS & RELEASE OF LIABILITY
CORONAVIRUS/COVID-19, OR OTHER RELATED AND SIMILAR VIRUSES, ACTIVITY
PARTICIPATION EXCLUSION OF LIABILITY AND ASSUMPTION OF RISK

The Corporation of the Town of Mattawa has put in place preventative measures to reduce the spread of COVID-19 within its recreational facilities; however, the Corporation of the Town of Mattawa cannot guarantee that you or your child(ren) will not become infected with COVID-19.

I understand that this Assumption of the Risk and Waiver of Liability agreement is in addition to, and is not a substitute for, any other documentation or registration information that I might be required to execute in order to register myself and/or my child(ren) in an activity within this facility.

1. I expressly acknowledge and agree that my attendance at the Mike Rodden Arena and Community Centre and my use of these municipal facilities may involve the risk of property damage and/or death and/or serious injury including the possibility of exposure to, and illness from, infectious and communicable diseases such as COVID-19.

2. I am fully aware of the inherent risks related to the contraction of COVID-19 and hazards that result from my attendance at the Mike Rodden Arena and Community Centre and, through my use of such municipal facility, I voluntarily, knowingly, and freely assume all such risks including, but not limited to, risks resulting from my own actions or inactions, the actions or inactions of others or their staff and/or volunteers, falls, injuries, illnesses, infectious diseases including COVID-19, death, and navigating any and all obstacles and any defects of the Mike Rodden Arena and Community Centre.

3. Notwithstanding the above, I understand that the Corporation of the Town of Mattawa will take all reasonable steps to protect me from the above referenced risks.

4. I knowingly and freely assume all such risks related to the contraction of COVID-19, both known and unknown, even if unless arising from the negligence of the releases or others, and assume full responsibility for my participation.

5. I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, hereby release and hold harmless the releases with respect to any and all illness, disability, death, or loss or damage related to my contraction of COVID-19 while at the Mike Rodden Arena and Community Centre to persons or property, whether unless arising from the negligence of the releases or otherwise, to the fullest extent permitted by law.

6. I have read this document in its entirety and fully understand its terms.

DATED AT Mattawa, Ontario this __________ day of ________________________, 20__

Participant’s Name __________________________________________ Date __________________________

Name and Signature of Participant (age 18 or older) __________________________________________

Parent or Legal Guardian’s Name (if applicable) __________________________________________

Signature of Parent or Legal Guardian (if applicable) ____________________________
MIKE RODDEN ARENA
COVID-19 SAFE RE-OPENING GUIDELINES
450 HURDMAN STREET, MATTAWA, ON
WWW.MATTAWA.CA

FACILITY RENTALS ARE TO BE PRE-SCHEDULED
CONTACT ARENASCHEDULING@MATTAWA.CA

MASKS ARE MANDATORY
- Upon entering the facility
- In dressing rooms
- In the lobby and common areas
- When you're traveling to other areas in the facility
- Participants exempt during periods of intense physical activities

YOU DO NOT HAVE TO WEAR A MASK IF YOU MEET ANY OF THE EXEMPTION CRITERIA
LEARN MORE AT MYHEALTHUNIT.CA

HOW WE’RE KEEPING YOU SAFE
- Aligning with government and health unit directives
  - Reduced occupancy to 50
  - Health screening upon entry
- Sign-in procedures to support contact tracing if necessary
- Controlling the flow of traffic with directional signage
- Water fountains and vending machines will not be available
- Washrooms are open; shower facilities are closed
- Access to Hand Sanitizer and Hand Wash Stations
- Faucets in dressing rooms are to be used only for washing hands
- Having staff maintain physical distancing and wear face coverings
- Frequent cleaning and disinfecting of high touch areas
  (e.g. door handles, counters, railings, surfaces)

*PLEASE NOTE – SPECTATOR STANDS WILL NOT
BE DISINFECTED AND CLEANED IN BETWEEN BOOKINGS

KEEP YOURSELF & OTHERS SAFE
- Arrive no more than 15 minutes early
- Come dressed in gear as much as possible
- Do not share equipment, water bottles and towels
- Spectator seating will be subject to gathering limits
  and physical distancing measures
- Spectators should keep clear of dressing rooms and play surfaces
  unless required to support players
  - No gathering or loitering in
dressing rooms, parking areas or public areas
  before, during or after your activity
- Leave the location as soon as your activities end
to reduce overlap of bookings

WASH HANDS FREQUENTLY

COMPLETE SAFE RE-OPENING PLAN AVAILABLE UPON REQUEST
COVID-19 - MANDATORY
Complete the following questions before entering the facility

Name: __________________________ Date: __________________________
Phone: __________________________

Do you have any of the following new or worsening symptoms?

- Fever/Chills
- Cough
- Difficulty breathing/Shortness of breath
- Sore throat/Difficulty swallowing
- Runny nose (unrelated to seasonal allergies)
- Loss of taste or smell
- Not feeling well, headache, unexplained tiredness and muscle aches
- Nausea, vomiting, diarrhea, abdominal pain

In the last 14 days, have you had close physical contact with a person who:

- was sick with a respiratory illness (had a new or worsening cough, fever or difficulty breathing)?
- has returned from travel outside of Canada in the last 14 days?
- was a confirmed or probable case of COVID-19?

- In the last 14 days, have you travelled outside of Canada?

If you answered YES to any of these questions, please return home and self-isolate. Visit https://www.myhealthunit.ca for more information about getting tested.

If you are feeling unwell, contact your health care provider or call Telehealth Ontario at 1-866-797-0000 to speak to a registered nurse.

31/08/2020 - Town of Mattawa
COVID-19 Health Screening Questionnaire
Town of Mattawa

Fitness Registration Form

Last Name: ___________________________ First Name: ___________________________
Title (Mr/Mrs/Miss/Ms) ___________________________ Male/Female/Other ___________________________ Date of Birth: ___________________________
Address: ___________________________
Postal Code: ___________________________ E-Mail: ___________________________
Phone Number: ___________________________ Alternate Number: ___________________________
Emergency Contact: ___________________________ Phone Number: ___________________________

Which Class or Classes are you registering for?
- Stand Up
- Still Standing
- Snappy Seniors
- Family Fitness
- Community Fitness
- Bootcamp
- Lunch Box Circuit
- Strong Nation™

Medical Questionnaire

Please read the 7 questions below carefully and answer each one honestly: check YES or NO.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Has your doctor ever said that you have a heart condition OR high blood pressure?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2) Do you feel pain in your chest at rest, during your daily activities of living, OR when you do physical activity?</td>
<td></td>
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<tr>
<td>3) Do you lose balance because of dizziness OR have you lost consciousness in the last 12 months? Please answer NO if your dizziness was associated with over-breathing (including during vigorous exercise).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4) Have you ever been diagnosed with another chronic medical condition (other than heart disease or high blood pressure)? PLEASE LIST CONDITION(S) HERE: ___________________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5) Are you currently taking prescribed medications for a chronic medical condition? PLEASE LIST CONDITION(S) AND MEDICATIONS HERE: ___________________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6) Do you currently have (or have had within the past 12 months) a bone, joint, or soft tissue (muscle, ligament, or tendon) problem that could be made worse by becoming more physically active? Please answer NO if you had a problem in the past, but it does not limit your current ability to be physically active. PLEASE LIST CONDITION(S) HERE: ___________________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7) Has your doctor ever said that you should only do medically supervised physical activity?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you answered NO to all of the questions above, you are cleared for physical activity. Please sign the participant declaration! If you have answer yes to any question, please come speak to the instructor.

PARTICIPANT DECLARATION If you are less than the legal age required for consent or require the consent of a care provider, your parent, guardian or care provider must also sign this form.

I, the undersigned, have read, understood to my full satisfaction and completed this questionnaire. I acknowledge that this physical activity clearance is valid for a maximum of 12 months from the date it is completed and becomes invalid if my condition changes. I also acknowledge that the Town of Mattawa may retain a copy of this form for its records. In these instances, they will maintain the confidentiality of the same, complying with applicable law.

Name ___________________________ Signature ___________________________
Care Provider/Parent/Guardian ___________________________ Signature ___________________________
Witness: ___________________________ Date: ___________________________