



The Municipality of Thames Centre **Return to Facilities Template – Meeting Rooms & Gymnasium**

Purpose

To provide user groups, organizations, businesses and service clubs who utilize Municipality of Thames Centre facilities with a template and instructions to prepare and submit their respective 'Return to Facilities' plan. Municipal approval will be required before commencing operations in any Municipal facility based upon the event and the associated risk factor.

Background

The Municipality of Thames Centre has referenced documents from other municipalities and other organizations as a basis for preparing a "Return to Facilities" plan that is guiding our decisions on safe re-opening of ice sport facilities located within the Municipality of Thames Centre.

The Municipality of Thames Centre is fortunate to benefit from many volunteer driven community organizations, sports organizations and service clubs who provide social and recreational options for our residents.

As part of the Municipality of Thames Centre 'Return to Facilities' plan, any groups that utilize our facilities will be required to provide for the Municipalities review and approval your '**Return to Facilities**' plan. This will be reviewed and approved by the Director of Community Services and/or the Parks and Facilities Supervisor.

This template has been developed as a resource and guide for the details you should include in your respective plan. Municipal staff are available as a resource to assist your organization as you develop your plan. Your respective Provincial or National organizations may have provided you with Guideline documents that should be used as a resource and incorporated into this plan.

Other resources that may be helpful to your organization include but is not limited to:

- **Municipality of Thames Centre website** – <https://www.thamescentre.on.ca/articles/information-covid-19>
- **Ontario Ministry of Health** – [Ontario Ministry of Health](https://www.health.gov.on.ca)
- **Provincial Health Services Authority (PHSA)** – <http://www.phsa.ca/>

And if a sports-related plan, the following resources may also be helpful:

- **Ontario Recreation Facilities Association** – <https://www.orfa.com/>
- **Parks and Recreation Ontario** – <https://www.prontario.org/>

What is Required:

The following is to be provided to the Municipality of Thames Centre for approval before your organization commencing operation in any Municipal facility.

1. **Return to Facilities – Return to Operation Plan** (using this template)
 - a. Complete the applicable sections below respective to your operation. Simply add information to the **'Return to Facilities'** plan text boxes as follows. It would be helpful if you provide a page reference if using information from your respective Provincial or National organization documents.
2. **Resources or documents** provided by your **Provincial or National** organizations that you are using or adopting as Guidelines. Obviously not all users/renters have provincial or national organizations to reference.

Return to Facilities – Return to Operation Plan

Organization Name (if applicable)	
Contact Name	
Address	
Email	
Phone	
Date Submitted	
Date Approved (office use only)	
Approved by (office use only)	

1. **Physical Distancing** – Outline or detail the directives your organization is going to implement to ensure physical distancing during your facility rental.

Examples

- Consider allowing no spectators.
- Provide an attendance maximum/limit.
- Not using locker rooms, changerooms, showers, etc. A public washroom facility will be made available to the organization renting the facility.
- Prescreening form to be completed by each participant before entry into the facility, thus saving any congregating once inside the facility.
- For physical activity rentals, the instructor could prepare a skills development plan to minimize gathering and lessen gathering instances.

Our Return to Facilities plan is as follows: (bullet points are acceptable)



2. **Cleaning and Sanitization** – Outline or detail the directives your organization is going to implement to ensure cleaning and sanitization during your program. Although most of the examples provided below are sports-related, there are similar measures that should be enforced by facility users that are not sports-related.

Examples

- There will be no shared equipment amongst team members.
- Every participant will provide and use their own water bottle and place at players bench in designated spacing.
- Team personnel will sanitize equipment after each practice.
- Team specific equipment (ie. jersey) will be carried by team personnel, washed in between each use.

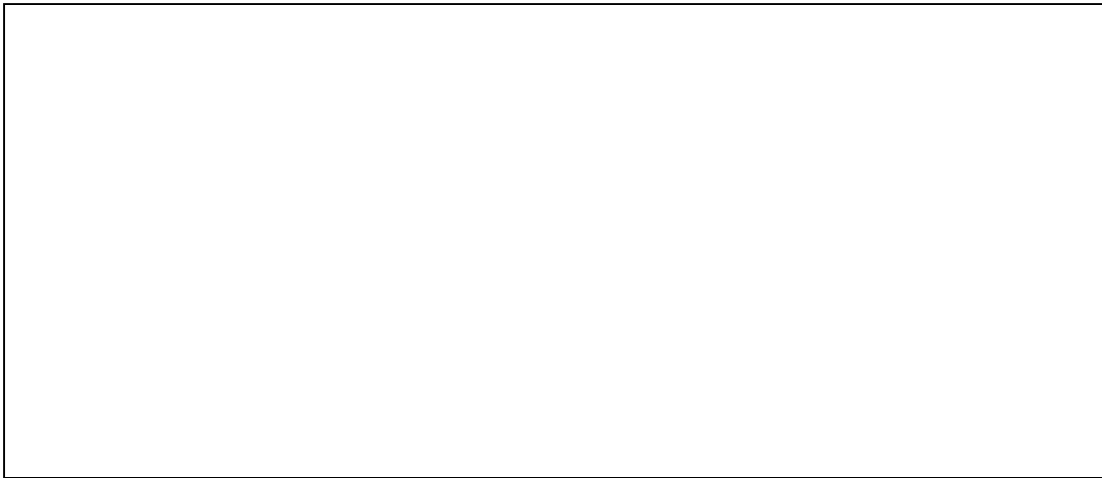
Our Return to Facilities plan is as follows: (bullet points are acceptable)

3. **Public Health Directives** – Outline or detail the directives your organization is going to implement to ensure Public Health directives during your program.

Examples

- Participants will be directed to sanitize their hands upon arrival.
- Participants to provide their own hand sanitizer and wipes to wipe down their own equipment.
- Hand sanitizer will be provided by our facility at the entrances.
- All participants and instructors must complete a self-screen for symptoms in accordance with current public health guidelines before each session.

Our Return to Facilities plan is as follows: (bullet points are acceptable)

A large empty rectangular box with a thin black border, intended for the user to provide details of their Return to Facilities plan. The box is currently blank.

4. **PPE** – Describe what Personal Protective Equipment (PPE) is going to be utilized by your organization for their operation and when will it be utilized.

Examples

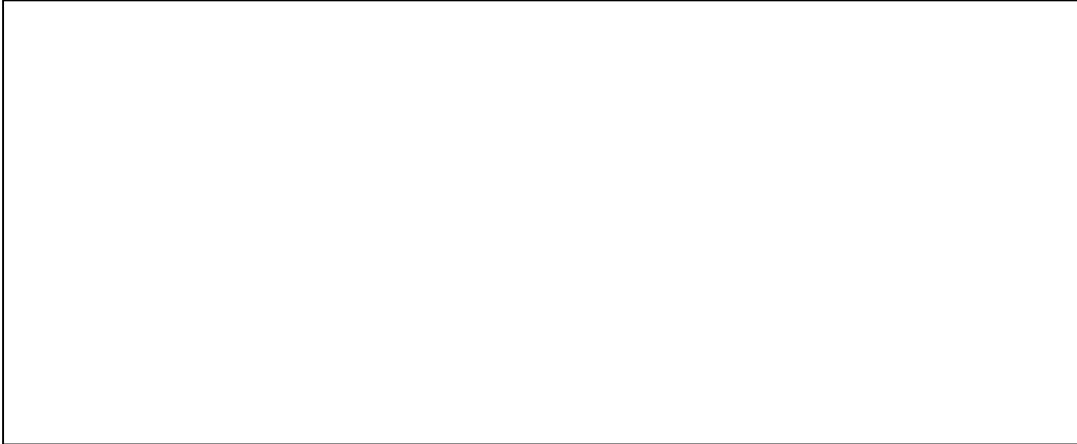
- Masks will be required for use when physical distancing cannot be maintained.

Our Return to Facility plan is as follows: (bullet points are acceptable)

5. **Resources Included** – Please provide a copy of any Guideline documents provided by your respective Provincial or National organizations. Highlight the guidelines your organization is implementing and / or include in the respective sections on this template.

The following document(s) are attached (bullet points are acceptable)

6. **Insurance** – Provide a current Certificate of Insurance (COI) to ensure your provider will cover your organization for events during this pandemic, with the Municipality of Thames Centre listed as an “Additional Insured” in this COI.
Alternatively, insurance is available via the Municipality, inquire when booking.
7. **Other** – Provide any other directives or notes your organization will implement to mitigate COVID-19 transmission that does not fit in the categories above.

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