

# Town of Smooth Rock Falls Reopening of Community Hall



**SMOOTH  
ROCK  
FALLS**



Approved by Council: September 22nd, 2020

# Contents

<b>Strategy</b> .....	<b>3</b>
<b>Phased Approach</b> .....	<b>3</b>
<b>Phase 1</b> .....	<b>3</b>
<b>Phase 2</b> .....	<b>3</b>
<b>Phase 3</b> .....	<b>3</b>
<b>Entering the Facility</b> .....	<b>4</b>
<b>Employees, council members and contractors</b> .....	<b>4</b>
<b>Items allowed in the facility</b> .....	<b>5</b>
<b>Building Safety and Cleanliness</b> .....	<b>5</b>
<b>Supplies needed before opening</b> .....	<b>6</b>
<b>Community Interaction</b> .....	<b>6</b>
<b>Exiting the Facility</b> .....	<b>6</b>
<b>Traffic Flow</b> .....	<b>7</b>
<b>Disclaimer</b> .....	<b>10</b>
<b>Signage to be posted in the Facility</b> .....	<b>11</b>
<b>General Public Screening Questionnaire</b> .....	<b>14</b>

# Strategy

## Phased Approach

The facilities and associated amenities located within the Community Hall will open through a deliberate phased approach. This will see portions of facilities opening up as demand dictates, and the provincial regulation allows. The overall safety to staff and the community is the priority and community cooperation on these measures is required to move from one phase to another. If cooperation is not gained the decision to move into another stage maybe delayed or retracted by council as they see fit.

This document is subject to change at any time without notice.

### Phase 1

The Community Hall will reopen for service with enhanced health and safety measures in early October 2020 incorporating the requirements/guidelines set out by the Province, Porcupine Health Unit and the Municipality. These requirements included but are not limited to:

- Physical Distancing
- Mask/Face Coverings at entry point of facility
- Gathering Limits
- Contact Tracing
- Passive Screening
- Plexiglass screens
- Signage

This phase will see rentals available

### Phase 2

This phase will see kitchen facilities available and a date is yet to be determined.

This phase will continue utilizing the requirements/guidelines set out by the Province, Porcupine Health Unit and the Municipality.

The information provided below will further outline the requirements.  
This phase will be the new normal.

### Phase 3

This phase will occur once the pandemic has been declared over.

## Entering the Facility

Ensure all employees (Aging at Home) do the self-screening questionnaire daily upon entering the office areas. Prior to gaining access to the Community Hall office area each day, every employee, must sign and date the employee self-screening questionnaire. It is recommended that the employer collect these forms digitally, to ensure they are completed daily. It is also important to ensure schedules are kept up to date and that every employee workplace movements are tracked. In the event of an employee testing positive for COVID-19 this information will help the Porcupine Health Unit identify other settings at risk. The screening tool can be found at the end of this document

The tenant or the renter must assign a primary screener to meet visitors/people attending the event as they arrive at the facility. This gate keeper will screen, take names and phone numbers to allow for contact tracing. Screening must take place prior to being granted access to the facility. The screener must ensure that the visitors/people are wearing masks/face coverings and ensure physical distancing is maintained.

Access to the Community Hall will be from the front door of the facility and may be asked to stagger time of entry to minimize grouping in common areas.

Attendees will be asked to follow the directional signage within the facility.

**See flow diagram.**

It will be the responsibility of each individual to monitor physical distancing.

## Tenants, Renters and Attendees

Tenants, Renters and Attendees must follow the following safety practices

- Complete the self-screening questionnaire.
- Keep your hands clean. Wash your hands often with soap and water for at least 20 seconds.
- Use an alcohol-based hand sanitizer if soap and water are not available.
- If you have symptoms, stay home.
- Avoid touching your eyes, nose and mouth.
- Cough or sneeze into your inner elbow.
- Avoid touching high-contact surfaces that people touch often (toilets, sinks, door handles).
- Adhere to social distancing protocols.
- Tenants, Renters and Attendees must respect this plan and help ensure that all safety practices set in place by the Town of Smooth Rock Falls are followed.
- Use of masks by all Tenants, Renters and Attendees when in the facility as a mask is a requirement.
- All Tenants, Renters and Attendees will be expected to follow the directional arrows and signage when moving throughout the facility.

- All Tenants, Renters and Attendees will be expected to use the hand sanitizer stations at the entrance and exit of the facility.
- All Tenants, Renters and Attendees must wear a facemask in common areas.
- Failure to follow the directional arrows, signage and health and safety measures or appropriate physical distancing practices will result in expulsion from the Community Hall. The municipality reserves the right to deny access to the facility to any person who does not follow the safety measures in this plan.
- Be patient and courteous, as we are all going through this together.

## Items allowed in the facility

Bags, individual food (catered meals) and beverages (coffee pods) are permitted but facilities and appliances must be cleaned before and after each use. No shared food (pizza lunch, buffet foods and trays, water cooler, coffee pot) is allowed. Waste containers must be used. Seating will be limited and tables and chairs will be available but social distancing must be maintained.

## Building Safety and Cleanliness

Employees will be trained on the difference between cleaning and disinfecting and document the types of products to be used prior to each rental.

A list to identify the most frequently touched surfaces in the Community Hall will be identified and strategies to clean these high touch surfaces more often will be the responsibility of the tenant/ renter.

Cleaning products removes visible soil and/or dirt and impurities from surfaces or objects. This process does not necessarily kill bacteria and viruses but by removing them, regular cleaning lowers their numbers and the risk of spreading infection. Disinfecting products use chemicals to destroy bacteria and viruses on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

The Town of Smooth Rock Falls will be taking the following measures to ensure the safety of the public patrons, employees.

- Require a full building clean prior to rentals
- Provide the cleaning staff with necessary facilities and cleaning products to maintain a clean and safe environment.
- Require tenant and renters to clean and disinfect high-touch surfaces daily. Keep a log of cleaning activity.
- Provide hand sanitizing dispensers in prominent locations (entrance, exit, washrooms)
- Map out distancing with signage.
- Provide Town cleaning staff with PPE recommended by the occupational health and safety guidelines. Train staff to ensure proper use.
- Hands-free faucets (where applicable).
- Hands-free soap dispenser (where applicable).
- Hands-free towel dispenser (where applicable).

## Supplies needed before opening

- **Barriers/plexiglass divider panels as required for event.**
- **Hand sanitizer stations**
- **Disposable masks provided by tenant or renter when physical distancing cannot be maintained or when required by the health authorities can be provided by staff to council, contractors and visitors – Ontario announcement – May 20, 2020.**
- **Anti-viral/anti-bacterial spray bottles to clean hard surfaces, electronics, keyboards, mice, etc.**
- **Extra paper towels to assist with more frequent cleaning of surfaces.**

## Community Interaction

Place appropriate signage outside and inside the Community Hall outlining the physical distancing guidelines in place as well as self-screening questions.

Make available a hand sanitization station in at the entrance and common areas and disposable face masks for respiratory hygiene.

Increase the frequency throughout the day of cleaning, sanitation and disinfecting of all common areas locations, especially high traffic areas such as counter surfaces, public restrooms, POS system, credit card terminal, door handles, light switches, handrails and more. Create a log sheet for cleaning frequency tracking. Credit card terminal if touched by a customer for pin pad entry needs to be cleaned after each use.

Restrict the number of people inside at any given time to meet social distancing requirements. The floor shall be marked with stickers or tape to indicate where people may wait at a minimum of 6 feet distance from each other for the event with directional flow arrows.

Failure to follow the directional arrows, signage and health and safety measures or appropriate physical distancing practices will result in expulsion from the Community Hall. The municipality reserves the right to deny access to the facility to any person who does not follow the safety measures in this plan.

All attendees are to be by appointment or advanced registration only no walk ins to the Community Hall or tickets at the door shall be sold.

## Exiting the Facility

All persons will be asked to leave using the XXXXX doors. This is to avoid cross over of the public.

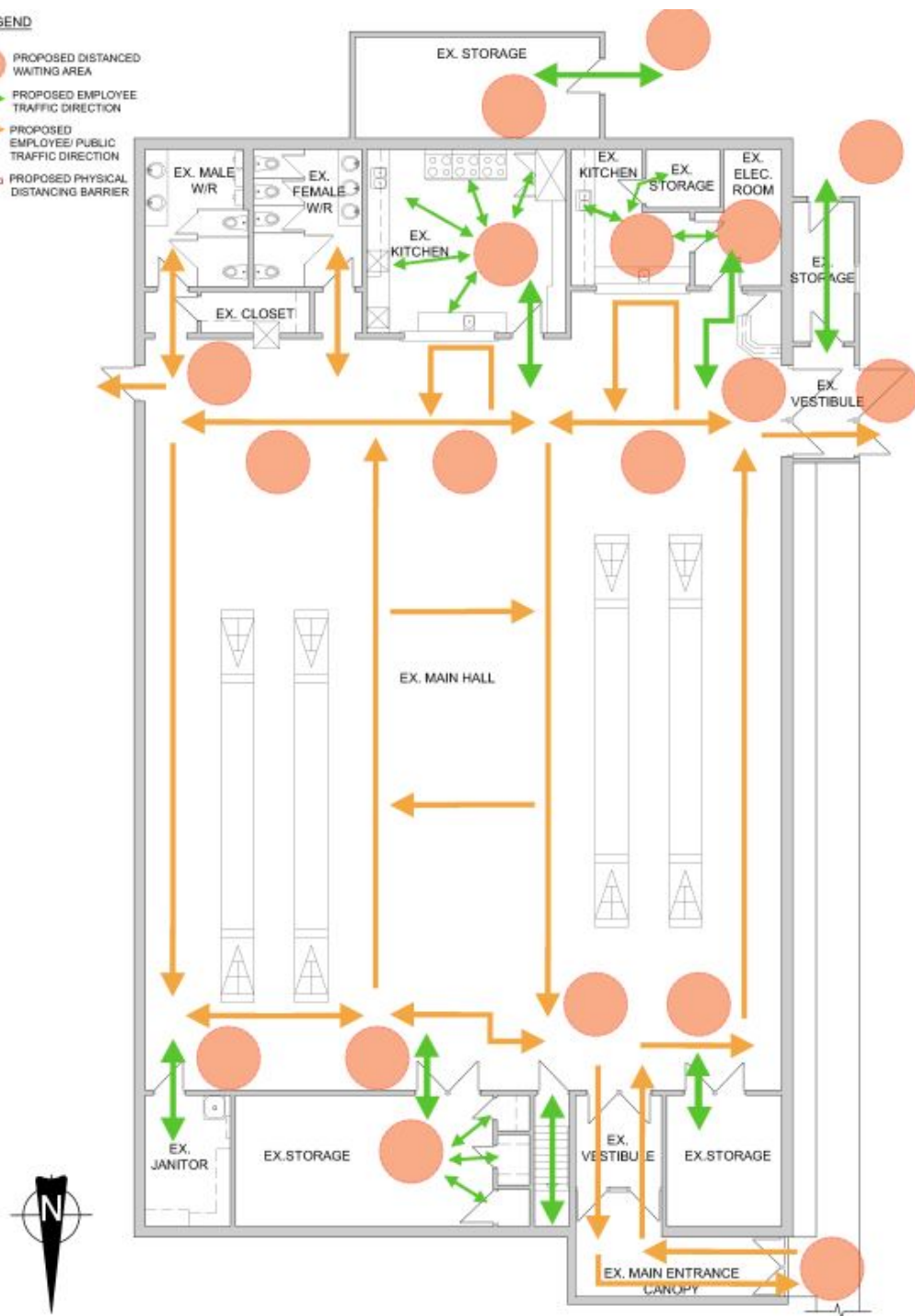
**See flow diagram.**

**Traffic Flow**

# **Facility Map**

**LEGEND**

-  PROPOSED DISTANCED WAITING AREA
-  PROPOSED EMPLOYEE TRAFFIC DIRECTION
-  PROPOSED EMPLOYEE/PUBLIC TRAFFIC DIRECTION
-  PROPOSED PHYSICAL DISTANCING BARRIER

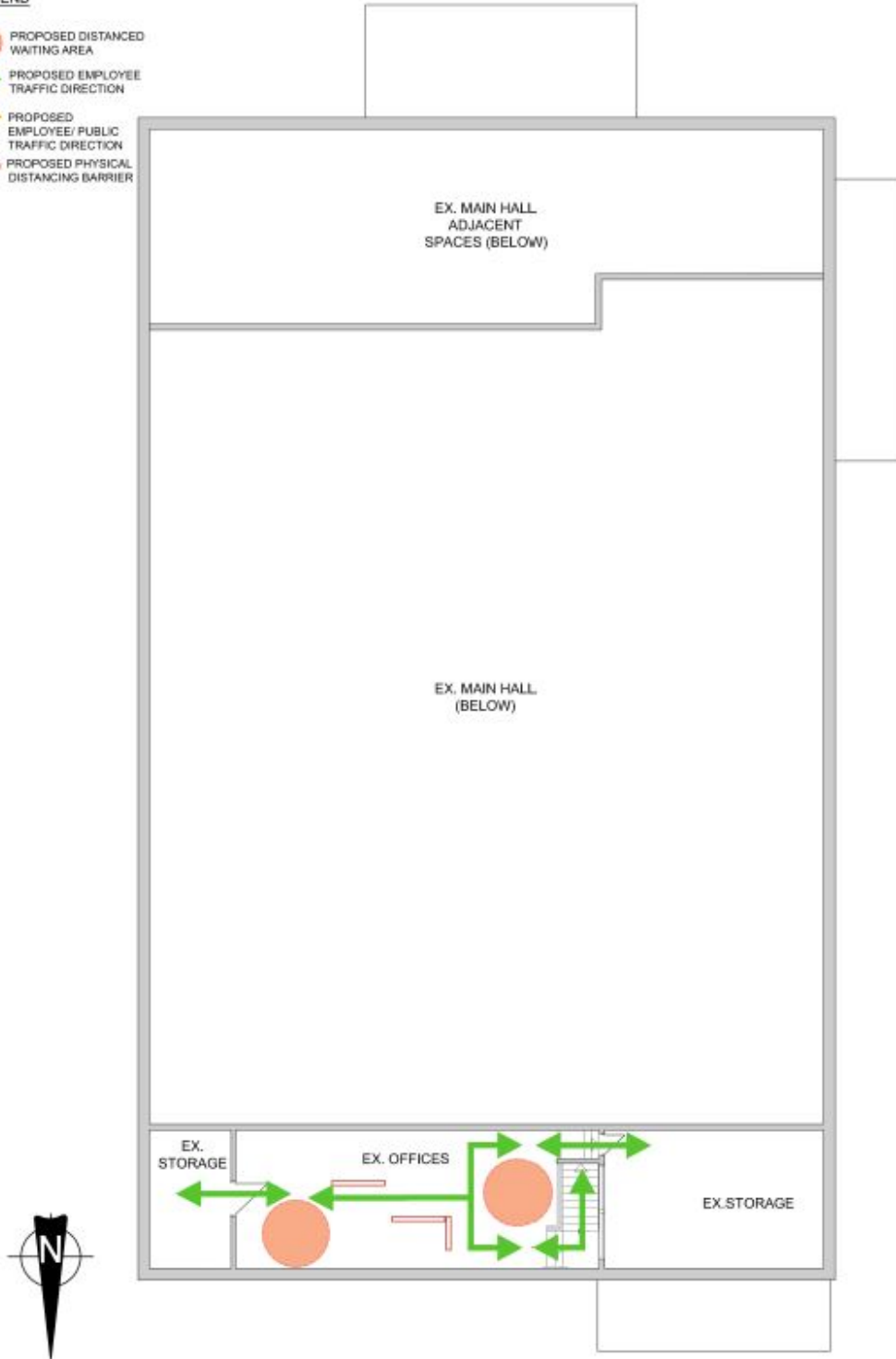


**COMMUNITY CENTRE COVID-19 RE-OPENING PLAN  
EXISTING GROUND FLOOR PLAN**



**LEGEND**

-  PROPOSED DISTANCED WAITING AREA
-  PROPOSED EMPLOYEE TRAFFIC DIRECTION
-  PROPOSED EMPLOYEE/PUBLIC TRAFFIC DIRECTION
-  PROPOSED PHYSICAL DISTANCING BARRIER



**COMMUNITY CENTRE COVID-19 RE-OPENING PLAN  
EXISTING SECOND FLOOR PLAN**



THE CORPORATION OF THE TOWN OF  
SMOOTH ROCK FALLS

27323-004  
**ASK-2**  
OCTOBER 14, 2020

## Disclaimer

The novel Coronavirus (COVID-19) has been declared a worldwide pandemic by the World Health Organization. COVID-19, like many other viruses, is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, provincial and municipal governments and health agencies continue to recommend the practice of social distancing.

While the Town of Smooth Rock Falls has put in place preventative measures to reduce the spread of COVID-19, the Municipality cannot guarantee that you and/or your child(ren) will not become infected with COVID-19, or any other virus. Further, attending programs or facilities at the Town Hall could increase your risk and your child(ren)'s risk of contracting COVID-19, or any other virus.

Signage to be posted in the facility

## Town of Smooth Rock Falls Facilities & Covid-19

### ASSUMPTION OF RISK

The Town of Smooth Rock Falls, in collaboration with the Porcupine Health Unit, continues to monitor the Covid-19 situation.

Users of the Town of Smooth Rock Falls facilities are reminded that these areas are available for use at your own risk and are not regularly sanitized. An inherent risk of exposure to communicable diseases including Covid-19 exists in any public space where people are present.

**By visiting any facility or publicly accessible space you voluntarily assume all risks including any risk of injury, loss, damage and possible exposure to a communicable disease, including Covid-19**

We remind you to follow the Covid-19 precautionary guidelines being recommended by various Canadian health authorities, including the Porcupine Health Unit, Ontario Health, and the Public Health Agency of Canada

705-338-2717



[www.smoothrockfalls.ca](http://www.smoothrockfalls.ca)



# FACILITY SAFETY

## Gathering limits apply

**If you are sick, feeling unwell, or have been in close contact with someone with symptoms, please stay home.**



Masks are required in all enclosed public spaces.



Avoid large gatherings.



Wash your hands with soap and water thoroughly and often or use hand sanitizer.



Avoid touching your eyes, nose and mouth, and cough into your arm.



Practice physical distancing. Stay 2 metres from other people.

*Please adhere to all provincial and public health guidelines*

705-338-2717

| [www.smoothrockfalls.ca](http://www.smoothrockfalls.ca)



# WASH YOUR HANDS AFTER EACH USE



**Washrooms are cleaned daily.**

705-338-2717

| [www.smoothrockfalls.ca](http://www.smoothrockfalls.ca)



# General Public Screening Questionnaire

The Town of Smooth Rock Falls is taking steps to protect the health and safety of employees. Screening of all individuals, including our own employees, is a condition of being granted entry to this facility.

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Do you have any **new or worsening** signs or symptoms (not from a known cause such as seasonal allergies) such as:

- Cough, shortness of breath, sore throat, runny nose, sneezing, nasal congestion  
Yes            No
- Difficulty swallowing, loss of smell and/or taste  
Yes            No
- Nausea/vomiting, diarrhea, abdominal pain, unexplained fatigue/malaise, chills, or headache  
Yes            No
- Do you have a fever?  
Yes            No
- Have you travelled outside of Canada or had close contact with anyone that has travelled outside of Canada in the past 14 days?  
Yes            No
- In the last 14 days, have you had close contact with anyone with respiratory illness or a confirmed or probable case of COVID-19?  
Yes    No

**If you answer yes to anyone of the questions above, you are NOT permitted to enter further. Please go home.**

References:

City of Ottawa- Reopening Plan

City of Hamilton- Reopening Plan

[Physical Distancing](#)

COVID-19 Conditions of Use Indoor Facility Lease Agreements

COVID-19 Conditions of Use Indoor Facility Rentals