



COVID-19

Operational Plan

**Dr. Carson & Marion Murray
Community Centre**

This document is meant for any person or group intending to use or rent any portion of the facility.

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SECTION ONE: General Information

Introduction

Throughout the COVID-19 pandemic, the health and safety of our staff and the residents of the Municipality of the County of Cumberland has been our number one priority. As provincial guidelines and advice from public health change, so will our directions. Please note that this is a dynamic plan and will be examined and adjusted regularly.

This document is an operational plan specifically for the Dr. Carson & Marion Murray Community Centre.

Physical Distancing

Physical distancing is of two meters (six feet) is required indoors.

Hygiene

Our goal is to protect against the spread of COVID-19 by promoting and enabling frequent and proper handwashing, as well as respiratory etiquette for patrons and employees.

The following hygiene practices will be put in place for the Dr. Carson & Marion Murray Community Centre:

- Repeated signage will be placed around the facility encouraging proper hand and respiratory hygiene.
- Each patron entering the facility will be encouraged to use hand sanitizer that is placed throughout the building.
- Washrooms in the lobby will be accessible.

SECTION ONE: General Information

Proof of Full Vaccination

Proof of full vaccination is required for people who are 12 and older to participate in discretionary, non-essential events and activities that gather people together, such as going to restaurants, movies, sports events, theatre performances, social events and the gym.

All patrons who are entering the Dr. Carson and Marion Murray Community Centre will be required to show two pieces of authentication: paper or digital copy of vaccination and proof of identify (such as a driver's license, passport or health card). Patrons who are entering the facility to access the water and tax payment office, will NOT be required to show proof of vaccination.

Children who turned 12 between January 1 and October 4 this year will have until Dec. 31 to attend events and activities while they get vaccinated; children who turn 12 after October 4 will have three months from their birthday

Proof of vaccination isn't required for children 11 and younger (they can attend events and activities with a fully vaccinated adult or on their own).

Checking proof of vaccination will be a two-pronged approach for the Dr. Carson & Marion Murray Community Centre:

1. User(s) who rent or book the facility for an organized program or private event will be responsible for ensuring proof of vaccinations for their members. User(s) and Groups do not need to submit any paperwork showing that they have completed the above. Spectators will be required to provide their proof of full vaccination upon entering the facility.
2. Municipal staff and the Commissionaires will be responsible for checking proof of vaccinations for user(s) who are not part of the private event or organized program, including spectators. The Municipality is not responsible or required to track user(s) who provide proof of full vaccinations.

SECTION ONE: General Information

Below is a chart outlining examples of who will be responsible for checking proof of vaccinations for bookings in the facility. Examples include but are not limited to:

Customer/User	Responsibility for Screening		
	Municipality/Commissionaire	User Group	Exempt
Walking Track	✓		
Spectators for sport event	✓		
Events open to the General Public (Craft Fair)	✓		
Adult Skate, Parent and Tot Skate, After School Skate, Family Skate, Sticks & Pucks	✓		
Senior Celebration Day	✓		
Organized Sport & Recreation Group		✓	
Private Meetings & Private Events		✓	
Private Weddings & Funerals		✓	
Customers Paying Tax Bills			✓
Contractors & Service Technicians			✓
Children 11 and Younger *can attend events and activities with a fully vaccinated adult or on their own*			✓

SECTION ONE: General Information

Mandatory Masks

The Municipality requires all patrons to wear a non- medical mask upon entering the Dr. Carson & Marion Murray Community Centre until exiting the facility following.

There are exceptions to wearing a mask in the facility. Masks do not have to be worn while participating in sport or physical activities however, it is recommended to wear one when possible. Once patrons are finished their activity, they must put their mask back on. Children under two and children aged two to four when their caregiver cannot get them to wear a mask are exempt. People with valid medical reasons for not wearing a mask are exempt.

If patrons arrive at the facility during office hours (8:30am-4:30pm), without a mask one will be provided by the Administrative Assistant at the front counter. If patrons arrive at the facility after office hours, maintenance staff will provide one. If patrons refuse to wear a mask, they will be asked to leave the facility immediately. If the situation escalates the RCMP will be called.

Hours of Operation During - *Updated December 22, 2021*

Hours of operation for the Dr. Carson & Marion Murray Community Centre will be continually adjusted to ensure we are providing a safe environment for all users and to reduce the risk of COVID-19. The following hours of operation are effective September 1st, 2021

Service Centre Window: Tax and Water Payment

- Monday-Friday 8:30am-4:30pm
- Located near the CIBC Common Room

Dr. Carson & Marion Murray Community Centre and the Richard Calder Arena

- Sunday - Monday: 8:30am-10:00pm

Community Centre Service Window

- Monday-Friday 8:30am-4:30pm

Ross Anderson PharmaChoice Teen Centre

- Tuesday, Thursday, Friday, and Saturday
- 4:30pm-9:00pm

SECTION ONE: General Information

Cleaning and Disinfecting Practices

Strict cleaning and disinfecting practices will be implemented to ensure we are providing a safe environment for patrons and employees. Maintenance staff at the facility will be implementing a rigorous cleaning and disinfecting protocol in addition to existing procedures.

Please note: The Community Centre will be sprayed and disinfected each evening after operating hours.

COMMUNITY CENTRE			
ACTION	FREQUENCY	METHOD	STAFF RESPONSIBLE
Doors Handles Entire Door	4 x per day	Spray & wipe	Maintenance
Floors	End of day & as needed	Mop	Maintenance
Chairs Tops & Arm Rests	After each meeting or program use	Spray & wipe	Maintenance
Tables	After each use	Spray & wipe	Maintenance
Washrooms Clean and disinfect	Every 2 hours	Mop, Spray, & wipe	Maintenance
Garbage Cans Emptied & Disinfected	Daily & as needed	Spray & wipe	Maintenance
Water Fountain Bottle fill only	4 x per day	Spray & wipe	Maintenance
Handrail in Lobby Stairwell	4 x per day	Spray & wipe	Maintenance
Elevator	4 x per day	Spray & wipe	Maintenance
Counter Tops	4 x per day	Spray & wipe	Maintenance
RICHARD CALDER ARENA			
Dressing Rooms	After each rental	Electrostatic Sprayer	Maintenance
Dressing Room Bathrooms	After each rental	Electrostatic Sprayer	Maintenance
Arena Seats & Player Benches	After each rental	Electrostatic Sprayer	Maintenance
Handrails in arena	After each rental	Electrostatic Sprayer	Maintenance

SECTION TWO: Facility Services

Services being offered at the Dr. Carson & Marion Murray Community Centre have been adjusted to follow the new Provincial COVID-19 restrictions, effective December 22nd. Hours of operation, procedures, and services are subject to change and will be contingent upon provincial guidelines and advice from public health.

December 22, 2021

SERVICES BEING OFFERED

****Capacity for room rentals will be based on public health guidelines for gathering limits, type of event, and layout requested by the user(s). ****

Richard Calder Arena

- Capacity (10) participants for sport practices and training.
- Games or tournaments are not permitted.
- Spectators are not permitted.

Walking Track

- Max capacity (10)- first come first served basis.
- 7 days a week
- 8:30am-10:00pm
- Free of charge
- Masks are recommended when social distancing cannot be maintained.

Hospitality Room

- Capacity (10)
- Small meetings and private gatherings

Ross Anderson Pharma Choice Teen Centre

- Capacity (10)
- Tue, Thur, Fri & Sat
- 4:30pm-9:00pm

Bar

Users can work with establishments who hold a valid and current liquor licence that must be posted while serving at the event

Kitchen

Available for basic food preparation and rental.

Free Skates

- Cancelled until January 12th

CIBC Common Room

- Sport practices
 - Capacity (10)
- Meetings and trainings hosted by a recognized business or organization
 - Capacity (50) with physical distancing.

SECTION THREE: Booking Information

Booking Process

The Municipality is not responsible or required to track user(s) who provide proof of full vaccinations. We will not be contact tracing for patrons entering the facility.

Users will be required to do the following:

User(s)

1. Contact the Marketing Officer at 902-664-7427 or facilitybookings@cumberlandcounty.ns.ca to request booking information.
2. Users may qualify for an Exemption
 - Non-profit Organizations or Community Groups that provide services to the public.
 - Approved exemptions will only cover the cost of the room(s) rental.
 - Amenities will be charged at a standard rate.

All patrons are encouraged to bring any materials/ equipment while in the facility and remove them once they leave. Should you require any additional materials (projector, laptop etc.), please inform staff of the request during the booking process. Loitering in common areas/lobby is prohibited before and after rentals.

Room Capacity and Set Up Options

Set up options for bookings will vary depending on the nature of the event and the current Public Health Guidelines. We will work with each user group to determine the best option for their request.

Kitchen Access

The kitchen will be accessible for basic food preparation. Users must take all supplies/materials with them and do a clean up before they depart.

Catering

We will not be offering in house catering service at this time. If user groups would like catering, we can provide a list of local business that offer such services

Bar

Users can work with establishments that hold a valid and current liquor license that must be posted while serving at the event.

SECTION FOUR: Ross Anderson PharmaChoice Teen Centre Program

The Municipality is committed to creating a safe, healthy, and fun environment for all youth. The procedures for re-opening the Teen Centre will be dynamic and adjusted as directed by the Province of Nova Scotia. This plan applies to all youth, staff, parents/guardians, and volunteers.

Hours of Operation

- Tuesday, Thursday, Friday, and Saturday
 - 4:30pm-9:00pm

Room Capacity

The Teen Centre capacity is 10 users (includes youth and employees) at any given time. Youth are encouraged to come with a consistent group.

Social Distancing

Physical Distancing of two meters (six feet) is required, except among people in the same household or a consistent social group of up to 15 people.

Education and increasing awareness are essential to supporting all users of the Teen Centre. It is our goal to educate youth on proper hygiene practices to avoid the risk of exposure to COVID-19.

Masks

Masks are required. Youth must be seated to remove their mask for eating or drinking.

Food Pantry

Food security is an essential and critical service provided to our youth. The food pantry will continue to operate.

SECTION FOUR: Ross Anderson PharmaChoice Teen Centre

Signing in and out of the Teen Centre

The Municipality of the County of Cumberland provides a safe and secure environment for all children and youth. That is why we have chosen **KidCheck** as our youth check-in solution. This will ensure we are providing youth and guardians with the best check-in experience when arriving to the Teen Centre. All youth will be required to check-in and out of the Teen Centre using KidCheck. To learn more about KidCheck visit <https://go.kidcheck.com>.

It is required that all youth create a KidCheck account. Teen Centre Coordinators will be here to support youth in creating a KidCheck account

Youth will be able to set up their own accounts with the Teen Centre Coordinators. Upon setting up a **KidCheck** account, each youth will be assigned a barcoded ID card that will be used to sign- in and out of the Teen Centre. Guardians are encouraged to set up their child's account should they choose to do so.

What is KidCheck?

KidCheck is a free, secure youth & child check-in system that will allow us to control room capacity, ensure we are providing a safe environment, and increase communication with youth and guardians.

Secure Information

- Only designated staff will have access to your child's information.
- KidCheck uses the same secure data technology as banks to keep your information safe.
- KidCheck never asks for personal identification such as Social Insurance Numbers, credit cards, or banking information, and we never sell the information we do gather.

Convenient

- Will allow for a touchless check-in experience.
- KidCheck is web-based, so you can create and access your account from anywhere.

SECTION FIVE: Richard Calder Arena

As provincial guidelines and advice from public health change, so will our directions. Please note that the procedures below are dynamic and will be examined and adjusted regularly.

Masks

The Municipality requires all patrons to wear a non- medical mask upon entering the Dr. Carson & Marion Murray Community Centre until exiting the facility.

There are exceptions to wearing a mask in the facility. Masks do not have to be worn while participating in sport or physical activities. Once patrons are finished their activity, they must put their mask back on. Children under two and children aged two to four when their caregiver cannot get them to wear a mask are exempt. People with valid medical reasons for not wearing a mask are exempt.

Proof of Full Vaccination

Organized sport and recreation groups will be responsible for checking proof of full vaccination for any person associated with the team, including but are not limited to, players, parents, coaches, volunteers, referees, trainers, score keepers, bus drivers, etc. A safety representative from each group must confirm they will and have checked their users for proof of full vaccination before entering the facility.

Facility and Environment

- All user groups will have 15 minutes before and after each booking to prepare for their activity and exit the building following their activity.
- Hand sanitizing stations will be set up within the arena to encourage proper hygiene.
- Maintenance staff will be implementing a rigorous cleaning and disinfecting program to ensure we are providing a safe environment and reduce the risk of COVID-19.
- The main lobby of the Community Centre will be used as a point of entry and exit, and loitering will not be permitted.
- Arrive at the facility at the designated time for hockey-related activity. Do not arrive earlier.
- User groups are asked to leave the facility immediately following their activity.
- Users should encourage their participants to bring their own hand sanitizers.

Screening

- Upon entering the facility users will not be screened for COVID-19 by municipal staff.

SECTION FOUR: Richard Calder Arena

Spectators

Spectators are not permitted.

Dressing Rooms

- Dressing rooms will be available for use.
 - Groups will be assigned a dressing room prior to their arrival.
- Bathrooms will be available.
- Showers will be available
- Loitering in the lobby will not be permitted.
- User groups are not permitted to store equipment in the facility.

SECTION SIX: Resources

- **Government of Nova Scotia**
<https://novascotia.ca/coronavirus/>
- **Government of Nova Scotia- Guidelines for Venues & Facilities**
<Developing-COVID-19-Facility-Plan.pdf> (novascotia.ca)
- **Hockey Nova Scotia Rebound Plan**
<https://hockeynovascotia.ca/covid-19/rebound-plan>
- **KidCheck**
<https://www.kidcheck.com/>
- **Recreation Nova Scotia**
<https://www.recreationns.ns.ca/covid-19-information.html>
- **Nova Scotia Reopening Plan**
<https://novascotia.ca/reopening-plan/phase-one/>
- **COVID-19 Operational Plan – Dr. Carson & Marion Murray Community Centre**
<https://www.cumberlandcounty.ns.ca/dr-carson-and-marion-murray-community-centre.html>