



# **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.

# TABLE OF CONTENTS

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## **SECTION ONE: General Information**

Introduction .....	1
Social Distancing .....	1
Hygiene .....	1
Proof of Full Vaccination .....	1 & 2
Masks .....	3
Hours of Operation .....	3
Cleaning & Disinfecting Procedures.....	3

## **SECTION TWO: Facility Reopen Phases**

Phase 1 Reopen.....	5
Phase 2 Reopen.....	6
Phase 3 Reopen.....	7
Phase 4 Reopen.....	8
Phase 5 Reopen.....	9

## **SECTION THREE: Booking Information- *During Phase 5***

Booking Process .....	10
Room Capacity and Set Up Options .....	11
Catering/Kitchen Access .....	11
Bar .....	11

## **SECTION FOUR: Ross Anderson PharmaChoice Teen Centre- *During Phase 5***

Hours of Operation .....	13
Room Capacity .....	13
Social Distancing .....	13
Masks .....	13
Food Pantry.....	13
Signing In and Out of the Centre .....	14
What is KidCheck? .....	14

## **SECTION FIVE: Richard Calder Arena- *During Phase 5***

Masks .....	14
Proof of Full Vaccination .....	14
Facility Environment .....	14
Screening .....	14
Operational Hours .....	14
Spectators & Dressing Rooms .....	15

## **SECTION SIX: Resources**

Government of Nova Scotia.....	16
Government of Nova Scotia: Guidelines for Venues and Facilities .....	16
Hockey Nova Scotia Rebound Plan .....	16
KidCheck.....	16
Recreation Nova Scotia .....	16
Nova Scotia Reopening Plan .....	16
COVID-19 Operational Plan- Dr. Carson & Marion Murray Community Centre.....	16

## **SECTION ONE: General Information**

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### **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, it will be implemented in a phased approach. Implementing a phased approach to the reopening of the facility, can help mitigate and reduce the risk of COVID-19 and ensure we are providing a safe and enjoyable atmosphere for all patrons and employees.

### **Social Distancing**

No social distancing requirements.

### **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.

### **Proof of Full Vaccination**

Starting at 12:01 a.m. on October 4, proof of full vaccination will be 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

## SECTION ONE: General Information

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### Proof of Full Vaccination- *Continued*

Youth who are 13 to 18 years old and have proof that they received one dose of vaccine can participate in sport, recreation, arts and culture programming and have until October 26 to get their second dose.

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.

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	✓		
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 *Must attend event with a fully vaccinated adult			✓
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## SECTION ONE: General Information

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### Mandatory Masks

The Municipality will require 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. Once patrons are finished their activity, they must put their mask back on. Children under two and children age 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 Phase 5- *Updated September 30, 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 1<sup>st</sup>, 2021

#### Service Centre Window: Tax and Water Payment

- Monday-Friday 8:30am-12:00pm & 1:00pm-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
<b>Doors</b> Handles Entire Door	4 x per day	Spray & wipe	Maintenance
<b>Floors</b>	End of day & as needed	Mop	Maintenance
<b>Chairs</b> Tops & Arm Rests	After each meeting or program use	Spray & wipe	Maintenance
<b>Tables</b>	After each use	Spray & wipe	Maintenance
<b>Washrooms</b> Clean and disinfect	Every 2 hours	Mop, Spray, & wipe	Maintenance
<b>Garbage Cans</b> Emptied & Disinfected	Daily & as needed	Spray & wipe	Maintenance
<b>Water Fountain</b> Bottle fill only	4 x per day	Spray & wipe	Maintenance
<b>Handrail in Lobby Stairwell</b>	4 x per day	Spray & wipe	Maintenance
<b>Elevator</b>	4 x per day	Spray & wipe	Maintenance
<b>Counter Tops</b>	4 x per day	Spray & wipe	Maintenance
RICHARD CALDER ARENA			
<b>Dressing Rooms</b>	After each rental	Electrostatic Sprayer	Maintenance
<b>Dressing Room Bathrooms</b>	After each rental	Electrostatic Sprayer	Maintenance
<b>Arena Seats &amp; Player Benches</b>	After each rental	Electrostatic Sprayer	Maintenance
<b>Handrails in arena</b>	After each rental	Electrostatic Sprayer	Maintenance

## SECTION TWO: Facility Reopen Phases

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The following is a phased approach for reopening the Dr. Carson & Marion Murry Community Centre. All reopen phases will be based on the Province of Nova Scotia's reopening plan. Applying a phased approach will ensure the Municipality is providing a safe environment with high quality service to all patrons and employees. Please note that this is a dynamic plan and will be examined and adjusted regularly.

All rooms will be adjusted to accommodate physical distancing and to encourage proper hygiene practices. All sport groups will be required to submit a "Return to Play" plan and/or a "COVID-19 Operational Plan" to the Administrative Assistant, [mherrett@cumberlandcounty.ns.ca](mailto:mherrett@cumberlandcounty.ns.ca), prior to their booking. Hours of operation, procedures, and services are subject to change and will be contingent upon the Province of Nova Scotia's Reopening Plan.

### PHASE 1 Reopen

June 7, 2021

#### SERVICES BEING OFFERED

##### Springhill Service Centre

- Lobby Capacity (4)
- Monday-Friday
  - 8:30am-12:00pm
  - 1:00pm-4:30pm

##### Baseball/Softball Fields

- Capacity (10)
- Organized sport
  - Practices and trainings only
  - With an approved plan
  - Without social distancing or masks

***\*\*The Dr. Carson & Marion Murry Community Centre  
will remain closed for bookings and recreation purposes\****



## SECTION TWO: Facility Reopen Phases

Phase 2 will include an increase in capacity for meetings, events, and programs. Please note that this is a dynamic plan and will be examined and adjusted regularly. Hours of operation, procedures, and services are subject to change and will be contingent upon the Province of Nova Scotia's Reopening Plan

### PHASE 2 Reopen

June 16, 2021

#### SERVICES BEING OFFERED

##### **Springhill Service Centre**

- Lobby Capacity (4)

##### **Arena Field House (Sport and Recreational Activities)**

- Free of charge
- Playing surfaces will be identified by letters A-D, located on the arena glass.
- Recreational sport (10) participants on each playing surface, without social distancing.
- Batting Cage (2)
  - Users must bring their own equipment.
- Must pre book and provide a participant list.

##### **Arena Field House (organized events)**

- Capacity (50)

##### **Baseball/Softball Fields**

- Capacity (25)
  - Practices and trainings only
  - With an approved plan
  - Without social distancing or masks

##### **CIBC Common Room**

- Room Capacity:
  - Sport & Recreation (groups of 10)
  - Meetings and Trainings (25)
  - Special Events
    - 25 with tables- 45 with chairs

##### **Community Centre Lobby Window**

- Lobby Capacity (4)

##### **Walking Track (Starting June 22)**

- Free of charge
- Track Capacity (10)
- Monday- Friday
  - 8:30am-4:30pm
  - No pre-registration
  - Must sign in upon arrival and departure.
- Evenings: Tuesday, Wednesday, Thursday, Friday
  - 6:00pm-7:00pm
  - 7:30pm-8:30pm
  - Registration is required.
- Masks are always required.

##### **Hospitality Room**

- Room Capacity (6)

##### **Ross Anderson PharmaChoice Teen Centre (Starting June 22)**

- Room Capacity (15)
- Tuesday, Wednesday, Thursday, Friday
  - 4:00pm-9:00pm

## SECTION TWO: Facility Reopen Phases

Phase 3 of reopening will include an increase in capacity for meetings, events, and programs. Please note that this is a dynamic plan and will be examined and adjusted regularly. Hours of operation, procedures, and services are subject to change and will be contingent upon the Province of Nova Scotia's Reopening Plan.

### PHASE 3 Reopen June 30, 2021

#### SERVICES BEING OFFERED

##### **Springhill Service Centre**

- Lobby Capacity (4)

##### **Arena Field House (Sport and Recreational Activities)**

- Free of charge
- Playing surfaces will be identified by letters A-D, located on the arena glass.
- (25) participants on each playing surface, without social distancing.
- Batting Cage (2)
  - Users must bring their own equipment.
- Must pre book and provide a participant list.

##### **Arena Field House (organized events)**

- Capacity (100)

##### **Baseball, Softball and Soccer Fields**

- Capacity (50)
  - Practices, games and league play.

##### **CIBC Common Room**

##### **(Recreational sport, meetings, trainings, and events)**

- Room Capacity:
  - Sport & Recreation (25)
  - Meetings and Trainings (25)
  - Special Events
    - 25 with tables-45 with chairs

##### **Community Centre Lobby Window**

- Lobby Capacity (4)

##### **Walking Track**

- Free of charge
- Track Capacity (10)
- Monday- Friday
  - 8:30am-4:30pm
  - No pre-registration
  - Must sign in upon arrival and departure.
- Evenings: Tuesday, Wednesday, Thursday, Friday
  - 6:00pm-7:00pm
  - 7:30pm-8:30pm
  - Registration is required.
- Masks are always required.

##### **Hospitality Room**

- Capacity (6)

##### **Ross Anderson PharmaChoice Teen Centre**

- Room Capacity (15)
- Tuesday, Wednesday, Thursday, Friday
  - 4:00pm-9:00pm

## SECTION TWO: Facility Reopen Phases

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After review of Phase 4, we have increased capacity numbers for specific services, booking opportunities, and allowing spectators during organized sport and events, with an approved plan. Please note that this is a dynamic plan and will be examined and adjusted regularly. Hours of operation, procedures, and services are subject to change and will be contingent upon the Province of Nova Scotia's Reopening Plan.

### PHASE 4 Reopen Early Sept

#### SERVICES BEING OFFERED

##### **Richard Calder Arena**

- Closed for making ice Sept 1<sup>st</sup>-24<sup>th</sup>
- Additional information TBA

##### **Walking Track**

- Monday-Friday
  - 8:30am-4:30pm
  - Must sign in upon arrival and departure.
- Evenings: Tuesday, Thursday, Friday, and Saturday
  - 4:30-9:00
  - Must sign in upon arrival and departure at the Teen Centre.
  - Masks are required.

##### **Hospitality Room**

- Capacity is based on customer needs.
- Birthday parties, small meetings, small gatherings.

##### **Ross Anderson Pharma Choice Teen Centre**

- Capacity (20)
- Masks are required
- Tuesday, Thursday, Friday, and Saturday
  - 4:30pm-9:00pm

##### **Bar**

- Users can work with establishments who hold a valid and current liquor license and must provide a COVID-19 prevention plan prior to the event.

##### **After School, Adult, Parent & Tot Skate, Public Skating**

- Tentative start date: October 4<sup>th</sup>
- Free of charge
- Masks are not required during on ice activity.
- Additional information will be released before October 4<sup>th</sup>.

##### **CIBC Common Room (Recreation, Meetings, Trainings, Conferences, Weddings, Music Events)**

- Recreation (25)
- All other events: Capacity will be based on the type of event and layout requested by customers.
- Masks are required during all events (except when you're eating or drinking).

##### **Kitchen**

- Available for basic food preparation. Potlucks and buffets are not permitted.
- Customers must take all belongings with them when departing.

## SECTION TWO: Facility Reopen Phases

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Phase 5 of reopening will return the Dr. Carson & Marion Murray Community Centre to full operation, except for internal catering and canteen services, they will remain closed until further notice. Please note that this is a dynamic plan and will be examined and adjusted regularly. Hours of operation, procedures, and services are subject to change and will be contingent upon the Province of Nova Scotia's Reopening Plan.

### PHASE 5- Reopen

October 4, 2021

#### SERVICES BEING OFFERED

##### Richard Calder Arena

- Return to full operation

##### Walking Track

- 7 days a week
- 8:30am-10:00pm
- Free of charge

##### Hospitality Room

- Small meetings and private gatherings

##### Ross Anderson Pharma Choice Teen Centre

- Teen Centre Program
- 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.

##### Adult Skate

- Monday-Friday
- 1:30pm-2:30pm

##### Parent & Tot Skate

- Tuesday & Thursday
- 10:30am-11:30am

##### After School Skate

- Monday, Wednesday & Friday
- 3:00pm-4:30pm

##### Family Skate

- Saturday & Sunday
- 5:45pm-6:45pm

##### CIBC Common Room

- Recreation Programs
- Meetings, Trainings
- Conferences, Weddings, Music Events etc.

**\*\* All skates open to the public are free of charge \*\***

## SECTION ONE: Booking Information

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### *During Phase 5*

#### **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. Must submit a Ice Rental Request form or a Booking Rental Request form to the Administrative Assistant via email [mherrett@cumberlandcounty.ns.ca](mailto:mherrett@cumberlandcounty.ns.ca) prior to booking.
2. Pre-book their time.
3. User(s) will be provided with an event quote prior to finalizing the booking.
4. 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. Users will be allotted 15 minutes to exit the facility following the booking.

All user groups are encouraged to review the Dr. Carson & Marion Murray Community Centre COVID-19 Operational Plan, which can be found on the municipal website, prior to arrival ([www.cumberlandcounty.ns.ca/dr-carson-and-marion-murray-community-centre.html](http://www.cumberlandcounty.ns.ca/dr-carson-and-marion-murray-community-centre.html)). The Operational Plan outlines proper COVID-19 requirements and procedures to ensure groups are aware of pertinent facility operations and booking information.

## **SECTION ONE: Booking Information**

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### ***During Phase 5***

#### **Room Capacity and Set Up Options**

All Rooms are operating at full capacity. Set up options for bookings will vary depending on the nature of the event. 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 THREE: Ross Anderson PharmaChoice Teen Centre Program**

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### ***During Phase 5***

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 20 users (includes youth and employees) at any given time. Youth are encouraged to come with a consistent group.

### **Social Distancing**

No social distancing requirements.

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 requirements.

### **Food Pantry**

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

## SECTION THREE: Ross Anderson PharmaChoice Teen Centre

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### *During Phase 5*

#### **Signing in and out of the Teen Centre**

The Municipality of the County of Cumberland is dedicated to providing 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 FOUR: Richard Calder Arena**

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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**

Masks are required when entering 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.

### **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 only be used as a point of entry, 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.

### **Operational Hours**

- Sunday-Monday 8:30am-10:00pm
- Updates will be available on our social media pages and municipal website

## **SECTION FOUR: Richard Calder Arena**

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### **Spectators**

All spectators 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 Service Centre Window, will NOT be required to show proof of vaccination.

### **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 on premiss.

## SECTION SIX: Resources

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- **Government of Nova Scotia**  
<https://novascotia.ca/coronavirus/>
- **Government of Nova Scotia- Guidelines for Venues & Facilities**  
[Developing-COVID-19-Facility-Plan.pdf \(novascotia.ca\)](https://novascotia.ca/developing-covid-19-facility-plan.pdf)
- **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>