



# Town of McIvers

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## TOWN OF McIVERS COMMUNITY HALL RESTART PLAN

### Purpose:

The purpose of this plan is to provide council with a framework, phasing and process for the resumption of disrupted recreational activities within our community. On the face of the Provincial's phased RESTART PLAN resumption is deceptively straight forward. It is apparent that resumption of services is complex given the level of new regulation, processes and practices that need to be adhered to and implemented with the "New Normal" post-response.

### Discussion:

COVID-19 Pandemic has resulted in significant disruption to our recreational activities. Council and staff have reviewed the activities that were suspended as a result of specific orders issued by the Public Health Officer as a result of physical distancing requirements and workplace impacts. With the province at level 2 and only 2 active cases as of today's date September 9th, 2020 and the capacity limit to 50 people, council has decided to implement a plan to resume activities in our community center. All activities must abide by the decision of council and the provincial guidelines issued by the Public Health Officer.

### Provincial Direction:

To aid organizations in returning to normal services the Province issued its Restart Plan. This document outlines the Province's broad expectations of organizations and businesses resumption for NL and an overview of what the "New Normal" means in context of post-pandemic NL.

In developing the general framework for NL's Restart Plan Provincial Officials have established a series of core guidelines for all businesses and organizations considering resumption of service provision:

#### Core Guidelines for Personal Self Care:

- No hand shaking.

- Practice good hygiene.
- Maintaining reasonable physical distance when out in the community and using medical mask or face covering as being mandatory as of August 24<sup>th</sup>, 2020 in all public areas including the community hall.
- If you have symptoms of a cold, flu, or COVID-19 stay at home and keep a safe distance from others until those symptoms have completely disappeared.
- If you are a greater risk (compromised immune system, underlying chronic medical conditions) get informed about risk, assess your own risk tolerance, think through and apply extra precautions and heightened vigilance.

#### **Mask:**

Effective August 24, 2020 wearing a non-medical mask that covers the nose and mouth is mandatory for people 5 years of age or older in public indoor settings. However, people who are engaging in a physical activity may remove their mask for the duration of the activity only. Wearing a non-medical mask in the community is not a substitute for physical distancing and hand washing.

#### **Proper Use of a Mask**

Masks can become contaminated on the outside or when touched by hands, therefore avoid moving the mask around or adjusting it, and never share a mask with others unless it is thoroughly cleaned between uses.

#### **Non-medical face masks should:**

- allow for easy breathing
- fit securely to the head with ties or ear loops
- maintain their shape after washing and drying
- be changed as soon as possible if damp or dirty
- be comfortable and not require frequent adjustment
- be made of at least 2 layers of tightly woven material fabric (such as cotton or linen)

- be large enough to completely and comfortably cover the nose and mouth without gaping

Non-medical masks should not:

- be shared with others
- impair vision or interfere with tasks
- be made of plastic or other non-breathable materials
- be secured with tape or other inappropriate materials
- be made exclusively of materials that easily fall apart, such as tissues
- be placed on children under the age of 2 years
- be placed on anyone unable to remove them without assistance or anyone who has trouble breathing

## Requirements

Effective August 24, 2020, wearing a non-medical mask that covers the nose and mouth is mandatory for people 5 years of age or older, with exceptions (see below), in the following public indoor settings:

- Public transit (buses, taxis, car services, public areas of ferries, etc.);
- a retail business;
- a service company;
- a professional's private office, where physical distancing cannot be maintained or physical barriers are not in place;
- common areas of an office building (e.g. lobby, elevators, reception areas, conference rooms, washrooms, break rooms);
- common areas of apartment buildings/condominiums (e.g lobby, elevators, hallways)
- a place where municipal or government services are offered;
- a personal care business (e.g., hair salons, tattoo shops, tanning salons) (see exemptions for treatments below);
- a shopping mall or community market;

- a place of worship;
- a theatre or performing arts venue;
- an indoor entertainment business (see exemptions for physical activity below);
- a rental room, community centre, or other venue used to host distanced gatherings;
- a sports-related clubhouse;
- a community museum or historic site;
- a bingo hall;
- a place where sports or recreational activities are practiced (see exemptions for physical activity below);
- a restaurant or lounge;
- a common area, including an elevator, of a tourist accommodation establishment (e.g. hotel, motel, bed and breakfast, rental cabins or cottages); and

#### **Physical Distancing:**

The physical risk of COVID-19 spread is highest when individuals are indoors.

Recreational activities occurring indoors and/or in close proximity to other people are considered higher risk.

Indoor recreation program offerings may be offered for groups of 50 people or less, including participants, staff, and volunteers, if the following steps can be followed:

- A minimum of two meters or six feet may be maintained between bubbles is possible at all times. The process for monitoring of physical distance, should be determined and communicated to users by the owners of the facilities
- Recreation spaces provide access to hand washing stations or hand sanitizer stations (ideally vandalism-proof), as appropriate. (e.g. at entrances and exits, common areas, registration desks, and in washroom facilities). Hand sanitizer must be Health Canada approved (these usually contain at least 60 per cent alcohol).
- Whenever possible, extra ventilation should be used through the opening of windows in the facility.

- Trash containers should be made available for discarding trash, tissues and any personal protective equipment (e.g. masks and gloves), which may otherwise become a public health hazard.
- All frequently touched surfaces, should be cleaned and disinfected twice per day (e.g. door handles, registration desk area, seating areas, railings, gates, buttons etc.). Refer to the public health fact sheet on cleaning and disinfection for public settings: [www.gov.nl.ca/covid-19/files/factsheet-covid-19-environmental-cleaning-NL.pdf](http://www.gov.nl.ca/covid-19/files/factsheet-covid-19-environmental-cleaning-NL.pdf)
- Staff have access to cleaning and disinfection products and the personal protective equipment needed to use these products (as directed by the cleaning product manufacturer).
- Employees, volunteers, and participants are required to stay home, if they are unwell or symptomatic. Visible signage should remind participants about self-screening for COVID-19 symptoms. Participants (5 years of age or older), employees, volunteers, etc. must wear a non-medical mask when not engaged in any form of physical activity and while moving throughout the facility (e.g., common spaces, washrooms, hallways, etc). This includes areas such as registration desk counters, washrooms, kitchen and common areas.
- Where possible, organizers or operators of programs, should create separate entrance-only and exit-only access points to the facility.
- Floor plans may need to be re-arranged and public traffic flow managed to maintain physical distance.
- In large recreation facilities, place arrows/markings to indicate one-directional traffic, where possible.
- Place markers every two meters, as visible cues to maintain physical distance where required throughout the building (e.g. registration desk, washrooms, kitchen, etc.).
- Consider installing physical barriers to identify two meter spacing between staff and members of the public in registration or front desk areas.
- Public washrooms for recreation facilities may open; however, if they are not monitored and cleaned, with supplies replenished regularly they must remain closed.
- Cleaning log sheets and an inventory of cleaning supplies.

- Signage regarding the risks of COVID-19, proper cough etiquette and hand hygiene must be posted in any common entrance to the recreation space to increase awareness about the risks of COVID-19.
- It is recommended that participants supply their own equipment and refrain from sharing pieces of recreation equipment, unless the equipment can be cleaned/disinfected after use and proper hand hygiene protocols are in place. Water bottles or food items must not be shared.
- If recreation or sport equipment is supplied to participants, all equipment must be sanitized before and after activity. Contactless pick up and return must be available, through the use of clearly marked bins.
- Staff/volunteers and participants must be able to maintain physical distance, while retrieving and returning equipment.
- Registration processes should be completed online or by phone whenever possible; however, if in person registration is required, maintaining physical distance is required and pens, PIN pads and self-pay stations must be sanitized before, between and after use. Cashless payment options are preferred, but cash may be accepted, where necessary.
- Organizers of specific recreation activities or events must keep a record of all individuals (including program attendees, supervisors, and care/respite workers) at each activity or event. Providing contact information is voluntary and individuals should not be denied entry to an activity. The record must be stored for 14 days to assist with contact tracing, if needed.
- Individuals are not permitted to inter-mingle or linger in a facility after the end of their activity. Individuals should maintain physical distance when exiting the building.
- Common area chairs and tables should maintain physical distance and be cleaned regularly if available for use
- Municipalities may operate indoor recreation facilities for public use, in compliance with public health guidance.
- All individuals (participants and staff/volunteers) should wash their hands prior to entering the building.
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## **GUIDELINES FOR HALL RENTAL AND DART LEAGUES:**

As per provincial regulations, you will be required to wear a mask upon entering the building until you get to your area of play. Once at your table with your team/bubble you may remove your mask. Individuals will be responsible to bring their own mask or the league may choose to provide them. Like any other public space, a mask will be required should you need to move around outside your bubble area.

1. Each team will be treated as a bubble. Therefore, you need to be comfortable with those on your team being inside your bubble.
2. Physical distancing must be enforced at the tables with a minimum of two meters or six feet. Tables will be set up as per the attached diagram. Once participants have been seated for the activity, they should refrain from switching seats or tables.
3. Avoid sharing darts, handshakes, hand bumps and touching.
4. Players need to wait until the previous player has returned to their table prior to approaching the toe line.
5. Tables will also allow for adequate spacing to ensure there is a safe distance from the table to the throw line. This way no mask is required during any part of play.
6. All materials such as pens/pencils, score sheets, activity sheets or supplies should not be shared and should be sanitized after each session. They should remain at the table and not be shared or transferred among other groups. One person should be designated to remove players score as to reduce the risk and score boards should be sanitized on a regular basis.
7. The hall will be thoroughly cleaned after every rental so the next renting party is not being subjected to the potential virus. All frequently touched surfaces will be clean and disinfected. (Door handles, tables, chairs, doors, and bathroom facilities). Council

will be responsible for this extra cleaning. It will still be the renters responsibility to sweeping the floors and removing garbage/ recyclables from the building.

8. Due to the extra cleaning associated with hall rentals, the cost for nightly rentals for darts will now be \$100.00/night. If the league has more that 50 participants and wish to rent the hall for two nights, the cost will be \$150.00 for both nights.

9. Volunteers/Staff and participates are required to stay home if they show any signs as outlines by the Chief Medical Officer or if they are unwell or symptomatic.

10. Participants must follow the floor direction plan.

11. Building capacity will be maintained at or below 50 people. This will include any participants, executive, staff or volunteers.

12. Important: Keep a record of participants at each event. The information should be stored for 14 days, to assist with contact tracing, if needed.

13. All participants should wash their hands prior to entering the building.

14. Ensure the participants are informed on the proper hand hygiene in order to prevent the spread of infection.

15. As serving food and beverages adds an additional risk to recreational activities, canteen and bar services should not operate.

16. Washrooms: due to the size of the washrooms physical distancing cannot be maintained. One person in the washroom at a time.

In all areas of your life, you will need to determine who you are comfortable with being inside your bubble. This means both inside your home, and out in public spaces.

While there is no formal definition of a bubble a general consensus is a group of individuals who have assumed a collective risk together. Mutual respect and trust among members of the bubble allows them to be together in the same space without the need for social distance or wear a mask. Having a bubble of people with you are comfortable with can make this challenging time more manageable by maintaining your social connection to others. We have no idea how long this new reality might exist.



#### **WHAT THE TOWN WILL PROVIDE:**

1. A sanitizing station will be placed in both the male and female washrooms.
2. A sanitizing station will be located at the entrance of the hall.
3. Designated Entrance and Exit.
4. Signage regarding the risks of COVID 19 will be posted.
5. Trash containers for discarding trash, tissues and any personal protective equipment will be provided.
6. Disinfection products will be provided.

#### **Conclusion and Liability:**

This approach to service resumption as outlined in the plan provides a foundation that is aligned with the Provincial expectation and the NL guidelines and regulations. The plan has been developed by council following the new regulatory frameworks and other practice guidance such that resumption is best prioritized in McIvers and implemented in ways that fully respond to the “New Normal”. Council will continue to follow the rules and regulations as presented by the Chief Medical Officer of NL and they may change from day to day. If Phases change then the rules and regulations may change. If we experience an outbreak, we may be forced to move to a new phase requiring the number of participants to lower, then we will have to follow those regulations. If we are forced to shut down the hall due to mandatory provincial guidelines, then council will have to do so. We will have to look at the hall rentals on a day to day bases, following the guidelines as they fall into place by the Chief Medical Officer. Council would like to notify all rental parties that a shut down could be off very little warning if an order is issued by the Province. Council would also like to notify all rental parties that if all the rules and regulations are not being followed then this may also lead to shut down of the hall and all rental privileges being suspended. If there is a report of noncompliance, council will not be held responsible and all fines will be the responsibility of the rental party.

The Lessee shall pay, in advance of the function, the applicable rental fee as set by the Council.

A person who makes a reservation for hall rental shall pay a \$50 reservation deposit at the time of booking. If the function is cancelled (30) thirty days prior to the reserved date, the deposit shall be returned. If cancelled less than (30) thirty days prior, the deposit shall not be refunded.

A damage deposit of \$50 is required up front. If the hall is left in good condition (nothing damaged or broken) the deposit shall be refunded. If any damage is noted by the Town's cleaner, the deposit shall not be refunded. If there is damage to the hall that requires repairs in excess of the damage deposit, the lessee shall pay the required amount to the lessor.

Food is not to be served out of the Community Hall Kitchen unless for special occasions (Wedding/ Private Parties) or fundraising (non-profit organizations).

The hall is a SMOKE FREE FACILITY. The lessee shall be responsible for instructing those in attendance to smoke outside. Should authorities enter the building and find that regulations are not enforced, the lessee shall pay the fine and all incurred costs.

The decorations must be removed from the hall before noon the following day. Unless other arrangements with council have been made.

Garbage is to be removed by the lessee and can be placed in the garbage box outside the building.

Beer bottles, if left behind will be removed by the cleaner & donated to the McIvers Fire Department. If the lessee would like to retain the beer bottles, they are to be removed before 1 pm the day following the function and removed no later than 2pm.

The lessee is responsible for ensuring that all windows are locked; lights are turned off and the doors are locked before leaving the hall. The lessee shall take full responsibility for the hall during the time of rental.

The key can be picked up at the town office the day of the function unless, alternative arrangements are made prior to. A \$10 key deposit must be pay when the key is picked up and will be refunded when the key is returned.

The lessee shall return the key to the clerk by 11:30am on the next schedule office day following the event.

The Town Council will not be responsible for any personal items left in the community hall. Due to extra cleaning associated with Covid-19 the cleaning fee now has been set at \$75.00 and will be added the cost of the hall rental.

The lessee will be responsible for all snow removal and ice control should the event occur outside of regular maintenance hours. Which are Monday-Friday 8:30am-4:30pm and civic holidays.

The user does hereby release and forever discharge, and agrees to indemnify and save harmless the Town of McIvers, its Councilors, Officers, Executives, Directors, Officials, Employees and representatives (hereinafter referred to as the Releases) from and against all claims, actions, costs, expenses (including legal expenses and cost of a solicitor and his own client basis) and demands made by anyone in respect of death, injury, loss and damage to any person or property, howsoever caused, arising out of or in connection with or during the use of the facility and notwithstanding that the same may have been caused by, contributed to or occasioned by the negligence, breach of contract, breach of common duty of care as an occupier of premises or otherwise, of or by the Releases of any of them.

The user and any participant in any recreational/ Private event waives any or all claims the user has or may have in the future against the Releases.

The user agrees to assume all risks, both known and unknown, and all consequences thereof, arising out of or in connection with the use of the facility. Any lessee found to be in violation of this agreement will have rental privileges revoked and will be denied rental

privileges until such time deemed acceptable by the community council.

**Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19**

**PLEASE READ CAREFULLY** The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, provincial, and local governments such as the Town Council of McIvers and federal and provincial health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people. The McIvers Town Council has put in place preventative measures to reduce the spread of COVID-19 however, Council cannot guarantee that Participants/ Event attendees entering the community hall will not become infected with COVID-19. Further, attending social activities at the community hall could increase the risk of contracting COVID-19.

I/We understand this Assumption of the Risk and Waiver of Liability agreement. By signing this agreement, I/we acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that may be exposed to or infected by COVID-19 by attending these events/activities and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at the Community Hall may result from the actions, omissions, or negligence of myself and others, including, but not limited to, the Town Council of McIvers, including employees and volunteers, and council Members.

I/We VOLUNTARILY AGREE TO ASSUME ALL OF THE FOREGOING RISKS AND ACCEPT SOLE RESPONSIBILITY FOR ANY INJURY TO PARTICIPANTS/ MEMBERS (INCLUDING, BUT NOT LIMITED TO, PERSONAL INJURY, DISABILITY, AND DEATH), ILLNESS, DAMAGE, LOSS, CLAIM, LIABILITY, OR EXPENSE, OF ANY KIND, THAT I/WE EXPERIENCE OR INCUR IN CONNECTION WITH OUR/MY ATTENDANCE AT THE EVENTS/ ACTIVITIES LOCATED AT THE MCIVERS COMMUNITY HALL("CLAIMS").

ON MY/OUR BEHALF, AND ON BEHALF OF ALL ATTENDEES, I HEREBY RELEASE, COVENANT NOT TO SUE, DISCHARGE, AND HOLD HARMLESS THE TOWN OF

MCIVERS, ITS MAYOR, COUNCILLORS, EMPLOYEES, AGENTS, AND REPRESENTATIVES, OF AND FROM THE CLAIMS, INCLUDING ALL LIABILITIES, CLAIMS, ACTIONS, DAMAGES, COSTS OR EXPENSES OF ANY KIND ARISING OUT OF OR RELATING THERETO.

I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of The Town of McIvers, its Mayor, councillors, employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any event/activities at the McIvers Community Hall.

This agreement replaces the Town of McIvers Hall Rental Agreement until further notice.

This agreement covers rentals from/on \_\_\_\_\_ to \_\_\_\_\_.

I/We \_\_\_\_\_ have read and understand the hall use rules and regulations as noted in this contract. It is my/our responsibility to abide by these rules and regulations and ensure they are enforced.

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Signature

\_\_\_\_\_

Date

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Jerri Lynn Lovell, Town Clerk/Manager