



# Tri-County Complex



(Version 3)

## COVID-19 Operational Plan

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## **PREAMBLE**

At the onset of the COVID-19 pandemic, the Tri County Complex was instructed by the Office of the Chief Medical Officer of Health for the Province of New Brunswick to close the facility to the public until further notice. These instructions have been adhered to and a Phased Re-Opening Plan has been created to document all protocols and guidelines for patrons and staff to adhere to. This plan is subject to change and will be constantly monitored by TCC Board of Directors with the President having final authority to revise. It is of paramount importance when re-opening, to mitigate both potential exposure to the COVID-19 virus and liability to the facility.

## **COVID-19**

COVID-19 is the disease caused by SARS-CoV-2 coronavirus, a new virus that was first recognized in December 2019. Genetic sequencing of the virus suggest that it is a beta coronavirus closely linked to the SARS virus. Coronaviruses are a large family of viruses. Some can infect animals, and some can infect humans.

How it spreads – The virus that causes COVID-19 is mainly transmitted through droplets generated when an infected person coughs, sneezes, or exhales. These droplets are too heavy to hang in the air, and quickly fall on floors and surfaces. You can be infected by breathing in the virus if you are within close proximity of someone who has COVID-19, or by touching a contaminated surface and then your eyes, nose or mouth.

Extra reference -

[www2.gnb.ca/content/gnb/en/departments/ocmoh/cdc/content/respiratory\\_diseases/coronavirus.html](http://www2.gnb.ca/content/gnb/en/departments/ocmoh/cdc/content/respiratory_diseases/coronavirus.html)



The Tri County Complex is the emergency meeting location for approximately 285 Sunbury West School students. Should there be an event requiring evacuation from the school, students and staff will be directed to the Complex. The parking lot area and/or meeting rooms will be used. During this time directional signage will be in place along with TCC staff assistance. As this will be an immediate action, students may not be equipped with masks. TCC will make every effort to accommodate SWS.

## **PHASE 2 – GENERAL STATEMENT**

The Tri County Complex opened October 17, 2020 which allowed for some activity to return to the facility. With recommendations from the Office of the Chief Medical Officer of Health for the Province of New Brunswick we will adhere to the limit of persons allowed in the facility for each activity.

We have updated our COVID-19 plan to emphasize mask wearing at all times (unless seated and eating), the importance of sign in for contact tracing (one per family), sanitizing, and social distancing unless with your household bubble.

It is important to understand that this is not “business as usual”. We are venturing into a “new normal” with these procedures. Our goal is to create a safe and healthy environment for staff and users by making the necessary adjustments to help limit the risk of exposure to COVID-19

## **SANITATION PRACTICES**

The Tri County Complex will continue to employ the following sanitation practices:

- Frequent cleaning and disinfecting of all commonly touched surfaces such as interior and exterior door handles, railings, and ice rink gate handles.
- Common areas (lobby, stairs, hallways, etc.) and washrooms, if available (faucets, hand-dryers, counters, urinals and toilets) will be cleaned and sanitized on a regular basis throughout the day.
- Sanitizing staging areas and dressing rooms between each user group.
- Physical distancing of 6 feet / 2 meters between employees and between employees and the general public within the facility
- Face masks or plexi-shields will be used where physical distancing cannot be guaranteed.
- Signage will be posted throughout the facility to emphasize to guests & staff the importance of frequent handwashing and/or sanitizing and proper hygiene practices.
- Floor markings, decals and signage will be used where necessary to indicate physical distancing, directional foot traffic, no entry zones and other restrictions pertinent to reopening.
- Handwashing and sanitizing stations will be available in designated areas.
- The Tri County Complex will journalize and document:
  - a. Any employee symptoms of illness (temperatures if required)
  - b. Regular, daily, hourly and 'as needed' cleaning and disinfecting within the facility
  - c. Patrons entering the facility for Tri County Minor Hockey practices and games will have the time, screening and contact information documented by an online manual Form.
  - d. Patrons entering the facility for Dance Classes, Massage Therapy will be documented by the individual renter. Information shall be provided to Tri County Complex when requested.
  - e. Patrons entering the facility for the Bowling Alley will be documented by Tri County Complex.
  - f. Volunteers entering the facility will be documented by Tri County Complex.

## **BOOKING PROCESS**

The booking process is as follows:

- Ice rentals to be coordinated through Lisa McLaughlin & Crystal MacDonald.
- Bowling and room rentals to be coordinated through Crystal MacDonald.
- User groups will sign the agreed to contract, and payment in full will be required. Contracts can be scanned, signed and returned. Cheques and cash will be accepted.
- User groups will be provided a copy of the Tri County Complex [COVID-19 Operational Plan](#) and sign that they have read and agreed to the plan. It is the responsibility of the individual renting to disseminate the information to all their users and agree that they clearly understand the protocols in place and what to expect before arriving at the facility.

## **FACILITY GUIDELINES:**

Everyone that enters the facility must abide by the facility COVID-19 Operational Plan and the following:

- Physical distancing measures of 6 feet / 2 meters will be enforced.
- While on the premises of the Tri County Complex (parking lot, within the arena, within dressing rooms, staging areas) masks must be worn.
- Masks are only to be removed when helmets are put on or when eating and drinking.
- Everyone must self screen before entering the building. The Public Health self assessment can

be found at:

[https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/COVID-19\\_screeningEN.pdf](https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/COVID-19_screeningEN.pdf)

- Anyone entering the facility must sign in for contract tracing. Note that some teams have a means of contract tracing, if you are part of such a team sign in is not required. Sign in document is located at front door.
- Hand sanitize before entering the facility. Sanitizer is located at front door and throughout the building in designated areas. Frequent hand washing or hand sanitizing by patrons is required.
- To get to the arena enter front door, pass through main lobby and enter the arena left door by the trophy case:
  - Straight down hallway is one way.
  - Right is two-way traffic, as far as the exit door.
- Anyone that requires use of the elevator may use the front lobby doors to enter and exit the building.
- Food and beverage services will be open in accordance to the New Brunswick food service guidelines.
- There will be signage directing participants to and from their designated ice surface to control the flow of patrons. The upper and lower lobby restricted to flow through traffic only. Restricting any cross-traffic pattern where at all possible. Participants will be directed to entrances and exits of the facility.
- Changing room access will be staggered to ensure proper disinfecting processes to be followed, as well as gaps (15 minutes minimum) between sessions.
- Timing and frequency for floods will be set and kept on a strict schedule to maintain separation between the individual user groups and facility staff.
- Maximum capacity of 200 in the arena.
- We recommend that participants come to the facility dressed in the majority of their equipment and ready for their activity.
- Dressing rooms will be available to participants. There will be “personal” areas clearly marked where participants can finish preparing and remove items for departure. (i.e. skates, helmets).
- Participants will use their own water bottles – absolutely no sharing!
- Upon entering the facility, parent or guardian of a player requiring assistance must go directly to their designated dressing room, then proceed to rink and remain, unless accessing the canteen, in that area and ensure physical distancing is practiced. Additional patrons must proceed to arena area.
- Most Importantly ... If anyone has recently travelled outside of NB they must follow provincial guidelines before entering the facility. If anyone is experiencing any COVID-19 symptoms or have had close contact with someone who has COVID-19 like symptoms do not participate or enter the facility.

### **MINOR HOCKEY ASSOCIATION GUIDELINES**

Minor Hockey Associations must abide by the facility COVID-19 Operational Plan, Facility Guidelines and the following:

- Participants, parents, guardians, sibling, and other spectators will be allowed access to the facility arriving only 15 minutes before practice or game time and leaving 10 minutes after practice or game. All spectators must be in arena area during practices/ice events, unless accessing the canteen.
- After ice times no one is to use the main lobby door to exit. Exit the arena by using any of the other exits out of the arena.

- The canteen can be accessed from the arena by the lower arena doors (ice level). Stay left of yellow tape and once you have food reenter arena through left hand door.
- Washrooms located on lower level will be available and will be cleaned, sanitized and disinfected regularly.
- Upstairs lobby doors are not to be used.

### **MENS & WOMENS LEAGUES, JUNIOR C, AND LARGE GAME GUIDELINES**

Men's and Women's leagues, Junior C, and large games must abide by the facility COVID-19 Operational Plan, Facility Guidelines and the following:

- Participants will be allowed access to the facility arriving only 30 minutes before a game and leaving 30 minutes after a game. The 30 minutes before is to help separate them from minor hockey users. They must stay in their room until the Zamboni is done its work.
- Spectators will be allowed access to the facility arriving only 30 minutes before a game and leaving immediately after a game.
- Spectators with pre-paid tickets are directed to enter the arena through the right front door, pass through main lobby, and enter arena door by the trophy case.
- Spectators without pre-paid tickets are directed to enter the arena through left front door, purchase ticket, and enter arena by using the left inner lobby door.
- After the game spectators are not to use the lower arena lobby doors (ice level) to exit. Exit the arena by using any other exits out of the arena or through the upper lobby door, down the stairs, and exit righthand door at the bottom of the stairs.
- The canteen can be accessed from the arena by the lower arena doors (ice level). Stay left of yellow tape and once you have food reenter arena through the left inner lobby door.
- Washrooms located on lower level and upper level lobby will be available and will be cleaned, sanitized and disinfected.
- To access the upper level lobby washrooms from the arena, use the upper lobby door, and return to arena using the same door.
- Showers are permitted but must be cleaned by a team member. Cleaning supplies are available on the carts in the hallway.

### **FREE SKATE GUIDELINES**

Free skate participants must abide by the facility COVID-19 Operational Plan, Facility Guidelines and the following:

- To access the dressing room for free skate, turn right after entering the arena door by the trophy case.

### **BOWLING GUIDELINES**

Bowlers must abide by the facility COVID-19 Operational Plan, Facility Guidelines and the following:

- If lobby area is congested, exit through the back of the bowling alley.
- If lobby area is not congested, exit through the lobby front door using the left door marked Emergency Exit Only.

### **OTHER RENTAL GUIDELINES**

Other rentals (such as massage, dance, exercise) must abide by the facility COVID-19 Operational Plan, Facility Guidelines and the following:

- Each function/class/appointment must have its own operational plan.
- Anyone attending functions and classes held in the ME Phillips Room are to exit using the door at the back of the room.
- Each room can have a maximum of 50% capacity, this includes volunteers.
- Speaker and podium must be 4 meters from others if speaker removes mask.
- Tables must be placed 2 meters apart and persons seated at a table must be within their bubble.

### **ILLNESSES OR SYMPTOMS PRESENT**

Should anyone develop symptoms during their time in the facility, the individual will be asked to leave and will be advised to contact local Public Health as recommended by the Office of the Chief Medical Officer of Health for the Province of New Brunswick. Should they be tested and found positive for COVID-19, Tri County Complex will cooperate fully with Public Health instructions.

If the facility is closed at the direction of Public Health, the facility cannot reopen until advised by Public Health. Public Health will be involved to manage the outbreak and ensure contacts are identified; public health measures are in place and will lead any communication that is required.

### **COMMUNICATION PROTOCOLS**

Should there be a single confirmed case we will follow the recommendations from Public Health at that time. We will have contact information for everyone that enters the facility to provide to Public Health. Facility Management must follow the direction of Public Health as to who will contact the patrons.

### **STAFF CONTACTS**

Dr. John Richardson, President  
 Email, [jandr.richardson@gmail.com](mailto:jandr.richardson@gmail.com)  
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### **SIGNATURES**




