

City of Orillia

Return to Recreation Guideline



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CITY OF ORILLIA
Community Services Department

Table of Contents

Section 1 - Introduction	4
<i>Purpose of this Guide.....</i>	<i>4</i>
<i>COVID Alert.....</i>	<i>4</i>
<i>Background.....</i>	<i>5</i>
<i>COVID-19</i>	<i>5</i>
<i>Exclusion Examples:</i>	<i>5</i>
<i>Inflammatory Condition</i>	<i>6</i>
Section 2 - Program Specific Requirements.....	7
<i>Gathering Limits.....</i>	<i>7</i>
<i>Room Size Requirement.....</i>	<i>7</i>
<i>Screening and Sign-in at Entrance</i>	<i>7</i>
<i>Masks/Face Coverings for Recreation Centre Re-Opening</i>	<i>7</i>
Program Chart	9
City Run Programs/Use of Space that are Permitted to Operate in Stage 3	11
Section 3 – Health Check/Screenings – All Programs inside a Facility.....	17
<i>Access to Recreation Centres</i>	<i>17</i>
<i>Active Screening and Sign-In Procedures:</i>	<i>17</i>
<i>Daily Health Check/Screening Procedures for All Staff.....</i>	<i>18</i>
Section 4 – Management of Illness	19
<i>Participant/Staff Illness Occurring During Activity or at Sign-In/Health Check.....</i>	<i>19</i>
<i>If a Participant/Staff becomes Ill during an Activity or Program.....</i>	<i>19</i>
<i>Health and Safety Reporting Procedures for Staff who Become Ill at Work or Call in Sick:</i>	<i>20</i>
<i>Program Illness Outbreak, Tracking, and Notification Procedure</i>	<i>20</i>
<i>Isolation Rooms.....</i>	<i>21</i>
Section 5 – Health Controls.....	21
<i>Masks/Face Coverings</i>	<i>21</i>
<i>Safety Education and Rule Enforcement</i>	<i>21</i>
<i>Respiratory Etiquette.....</i>	<i>22</i>
<i>Handwashing and Hand Hygiene.....</i>	<i>22</i>
<i>Physical Distancing Requirements</i>	<i>23</i>

<i>Water Fountains</i>	23
Customer Service & Processing Payments	23
<i>Floats/Beginning of the Shift</i>	23
<i>On-Site Registration and Transactions</i>	23
<i>Cash Handling</i>	24
<i>End of Shift Reconciliation</i>	24
<i>Pin Pad Cleaning</i>	24
<i>Customer Service Desk and Payment Areas:</i>	24
<i>Administrative Forms</i>	25
<i>Equipment and Supplies</i>	25
<i>Personal Items</i>	25
<i>Food and Lunches</i>	25
Section 6 – Personal Protective Equipment	25
<i>Masks for Staff</i>	25
<i>Masks for Facility Users/Participants</i>	27
<i>Donning & Doffing PPE</i>	27
<i>https://www.publichealthontario.ca/-/media/documents/ncov/ipac/ppe-recommended-steps</i>	27
<i>Removal of PPE</i>	27
<i>Proper Disposal of PPE</i>	28
Section 7 – Cleaning and Disinfection Procedures	28
<i>Recreation Program Staff, Facility and Equipment Cleaning Guidelines</i>	28
<i>Cleaning, Sanitizing and Disinfection</i>	28
<i>Cleaning Standards for Fitness</i>	28
Section 8 – Procedures, Forms and Signage	29
<i>Forms</i>	29
<i>Procedures</i>	29
<i>Signage</i>	29
<i>Signage</i>	Error! Bookmark not defined.

Section 1 – Introduction

The Community Services Department has prepared this planning guide to assist all departments, members of the public and partner organizations in implementing a safe and structured reopening plan, in consultation with Simcoe Muskoka District Health Unit.

This guide is intended to be used as a planning tool. All programs and services must use these tools alongside the specific advice provided by federal, provincial and local authorities. These guidelines were developed based on the recommendations by the Public Health Unit, [Ontario Regulation 364/20: Rules for Areas in Stage 3](#), and the [Guidance for Facilities for Sports and Recreational Fitness Activities during COVID-19](#).

Purpose of this Guide

This planning guideline identifies critical health, administrative and safety controls required for reopening Recreation Facilities.

Public Health principles of safe programming include physical distancing, adequate cleaning, PPE, respiratory etiquette and signage regarding physically distancing and all symptoms of COVID-19, in addition to staff verbally advising all facility users about potential symptoms.

Programs and services provided by the Community Services Department must encourage good infection prevention, high personal hygiene standards and control practices among staff and facility users to help reduce risk of illness.

This guidance document for program re-opening outlines various controls that will need to be put into place to help prevent the spread of COVID-19. It is an evolving document and as planning continues at the federal, provincial and local level, information will be updated and added, as required.

This Operational Guideline is to work in accompaniment with program manuals which will provide program-oriented and operational information.

COVID Alert

Staff and facility users are encouraged to download the [COVID Alert app](#). As outlined by Public Health the app:

- Uses Bluetooth to exchange random codes with nearby phones.
- Every day, it checks a list of random codes from people who tell the app they tested positive.
- If you've been near one of those codes in the past 14 days, you'll get a notification.

COVID Alert helps break the cycle of infection. The app can let people know of possible exposures before any symptoms appear. That way, we can take care of ourselves and

protect our community.

Background

Simcoe Muskoka District Health Unit (SMDHU), in collaboration with the Provincial and Federal governments, will keep the public informed by providing timely, clear and up-to-date information about the COVID- 19 pandemic. This will be done as necessary through the media and the [Simcoe Muskoka District Health Unit Website](#)

Decisions regarding any closure of Recreation Centres, Neighbourhood School Programs, Pools or amenities and cancellation of social gatherings will be made by the Provincial government (Provincial orders).

COVID-19

COVID-19 is a disease caused by a novel coronavirus that can result in acute respiratory illness. In general, these viruses are spread when a person who is ill coughs or sneezes. It may also be possible for a person to contract COVID-19 by touching contaminated surfaces and touching their own mouth, nose, or possibly their eyes. Individuals not exhibiting symptoms can spread the virus. Individuals that are asymptomatic can spread the virus to others who they are in close, prolonged personal contact. The majority of people with COVID-19 develop a mild illness, which may include fever, cough, aches or pain, running nose, shortness of breath, loss of smell or taste, sore throat, and/or headaches. For more general information about COVID-19, visit www.Orillia.ca/COVID19.

Exclusion Examples:

Symptoms need to be "**greater than normal**". If a facility user and/or staff has a runny nose/watery eyes consistent with allergies, and an additional symptom presents itself, such as lethargy or fever, they would be asked to leave program/work.

Symptoms can take up to 14 days after exposure to COVID-19 to appear, and include:

- Fever
- Cough
- Difficulty breathing
- Sore throat
- Runny nose
- Loss of taste or smell
- Nausea, vomiting, diarrhea
- Difficulty swallowing

Disease symptoms may be different, depending on age. Children and older adults with COVID-19 may also have non-specific symptoms, such as:

- Disorientation, confusion
- Sleeping more than usual or muscle aches

- Dizziness, weakness or falls
- Chills, headaches

Inflammatory Condition

Rarely, children can get an inflammatory condition that impacts the blood vessels, called vasculitis. It can present with:

- Rashes
- Prolonged fever
- Red eyes and swelling in the hands and feet that need medical attention.

If staff notice these new symptoms, they must ask the parent to seek medical assistance and not return until a diagnosis is made and the facility user has been cleared with a note.

For more information on symptoms of COVID-19:

http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_reference_doc_symptoms.pdf

Section 2 - Program Specific Requirements

Gathering Limits

The gathering limits in Stage 3 will have the following restrictions in place:

- Indoor gatherings will increase to a maximum of 50 people per rentable space
- Outdoor gatherings will increase to a maximum of 100 people
- In all cases, individuals are required to continue to maintain physical distancing of at least two meters with people from outside their households or social circles
- People at their place of work do not count towards gathering limits

The total number of people permitted in classes or organized activities at any one time is limited to the number of people that can maintain physical distancing of at least two metres, and cannot exceed the indoor gathering limit of 50 people or the outdoor limit of 100.

Room Size Requirement

Room capacity assessments have been conducted to ensure physical distancing can be maintained, as room capacity is determined by physical distancing requirements and does not default to a 50-person maximum. These assessments will ensure consistency in signage and layout while meeting cleaning and physical distancing requirements.

Screening and Sign-in at Entrance

Refer to detailed procedures in Section 3

Staff are required to complete a Daily Health Check Screening form when they arrive at work as outlined in Section 3. Staff must ensure good hygiene and eliminate possibility of cross contamination.

The City of Orillia is responsible for ensuring that there is a staff at the entrance of each facility to conduct active screening of each person entering the facility. Physical barriers, such as two tables placed side by side, will need to be in place to ensure physical distancing is able to be maintained between staff and facility users.

Masks/Face Coverings for Recreation Centre Re-Opening

- Screening Staff will maintain physical distance using a table (placed length wise) or other type of barrier and wear a medical mask. Hand sanitizer stations will be placed on the sign in table and throughout the building.
- Signs will be posted at the entrance of the facilities.
- The role of the employee is to educate the public and provide awareness regarding the use of masks/face coverings and need for personal information for contact tracing.
- Staff will educate and encourage participants and facility users to wear a mask/face covering at all times while in the Recreation Centre, however as outlined in the phase 3 document, masks/face coverings are **only mandatory in common areas within facilities**. Once users enter their specific room, i.e. fitness centre, gymnasium, users may remove mask/face

covering to perform activity.

- Should a facility user present at the entrance without one, staff will direct them to obtain one and return, unless there is a medical reason why they cannot wear a mask. Facility users without a mask/face covering will not be permitted entry.
- If a facility user or staff advise that they cannot tolerate a mask or face covering please use the below exemptions. You will be applying an honour system that they cannot tolerate it. No proof is needed.
- If the facility user refuses to wear a mask/face covering, the employee will not get in a confrontation with the individual.
- Staff will inform direct supervisor if an individual becomes upset or if you find a large number of individuals are refusing to wear masks/face coverings.
- Staff will contact direct supervisor or management staff if issues arise at sign in.

Exemptions:

Children under the age of two. These very young children must not wear a mask/face covering because of the risk of suffocation.

Individuals may have a medical condition that makes it difficult to wear a mask/face covering. This can include but is not limited to:

- Medical condition, mental health condition, cognitive condition or disability that prevents wearing a mask or face covering
- Medical condition that makes it difficult to breath or someone who is unconscious or incapacitated
- People who are hearing impaired, or are communicating with a person who is hearing impaired, and where the ability to see the mouth is essential for communication
- Individuals, who are unable to put on or remove a mask without assistance
- **Individuals who are partaking in physical activity**

If a facility user, staff or participant is displaying symptoms of COVID-19 at sign-in or during the program, they will be asked to visit a COVID-19 testing assessment centre to be tested. Those with no known exposure can return to work or program once they have received a negative test and are symptom free. Staff report to Simcoe Muskoka District Health Unit as outlined in Section 3.

Regional Assessment Centres locations can be found here:

<http://www.simcoemuskokahealth.org/Topics/COVID-19/AssessmentCentresandTesting>

Program Chart

The following program chart summarizes the programs permissions and general modifications required to operate in Stage 3.

According to the [Guidance for Facilities for Sports and Recreational Fitness Activities during COVID-19](#), the total number of people permitted in classes or organized activities at any one time is limited to the number of people that can maintain physical distancing of at least two metres, and cannot exceed the indoor gathering limit of 50 people or the outdoor limit of 100.

Reminder masks/face coverings need to worn at all times in common spaces. Exception to this is when a participant/facility user is performing physical activity (e.g. dance, fitness, sports). See Health Check Screening Process in Section 3 and Masks in Section 5.

PPE (medical mask, gloves and goggles) are required when performing minor first aid. [Refer to COVID-19 First Aid Procedure.](#)

Program Modifications will be informed and approved by the Community Services Department

Program Name	Stage 3 Ratio/Room Capacity per room	Physical Distancing Required	Sign in Upon Entry	Cleaning Frequency
Lobbies/ Common Room	50 individuals or based on room capacity	Yes	Yes	2 times a day or when visibly soiled
Drop-in Programs	Will be based on room capacity at each site. Max 50 people.	Yes	Yes	2 times a day and Toys & Equipment after each use
Permits/Facility Rentals	50 individuals or based on room capacity	Yes	Yes	Designated space after each user group
Leisure Swim	Operating at Reduced Capacity	Yes	Yes	2 times a day; Equipment (when permitted) after each use
Lane Swim	Operating at Reduced Capacity	Yes	Yes	2 times a day; Equipment (when permitted) after each use

Fitness Centre	50 individuals or based on room capacity	Yes	Yes	2 times a day; machines/ weights sanitized after each user
Walking Track	25 individuals or based on room capacity	Yes	Yes	2 times a day
Instruction Programs with caregiver	Will be based on room capacity at each site	Yes	Yes	2 times a day; Toys & Equipment after each use
Instruction Program without caregiver	Will be based on room capacity at each site	Yes	Yes	2 times a day and Toys & Equipment after each use
Sports (soccer, volleyball basketball, etc.)	50 individuals or based on room capacity	Dependent on activity	Yes	After each game/practice or play finishes
Gymnasium Drop-in Programs	50 individuals or based on room capacity	Yes	Yes	After each game or play finishes
Aquatic Fitness Classes	Operating at Reduced Capacity	Yes	Yes	Equipment after each use
Instructional Swim	Operating at Reduced Capacity	Yes	Yes	Toys & Equipment after each use
Leisure Skate	50 individuals or based on room capacity	Yes	Yes	2 times a day and Toys & Equipment after each use
Instructional Skate	50 individuals or based on room capacity	Yes	Yes	2 times a day and Toys & Equipment after each use

ORC Steam room	Closed in Stage 3	NA	NA	NA
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City Run Programs/Use of Space that are Permitted to Operate in Stage 3

The following programs/use of space may operate in Stage 3 with the following modifications in place.

Staggering schedules for the use of all the amenities in the facility will support patron flow and physical distancing in common area. Time will be allocated between bookings to allow for the cleaning and disinfecting spaces and equipment used within the facility. Patrons of one time block will exit the facility before the next group enters.

Reference the chart above for gathering limitations and room capacities.

Casual Use of Space	<ul style="list-style-type: none"> See Section 7 – Cleaning and Disinfection Procedures for specific cleaning and disinfecting requirements and Facility Cleaning Guidelines.
Lobby/Common Areas	<ul style="list-style-type: none"> Tables and seating will require adequate physical distancing between groupings and placement will take into consideration hallways and walkways and the ability to pass by at safe distances. Some equipment/furniture may need to be removed. (Check with Facility Supervisors) Staff will monitor for people gathering and encourage physical distancing. Tables and seating will be cleaned/disinfected at least two times per day and when visibly soiled. If participant is ill at-sign in or during program – procedure in Section 3.
Staff Rooms	<ul style="list-style-type: none"> Surfaces need to be disinfected after each use by staff utilizing the area (cleaning supplies provided). Staff must maintain a 2-meter distance from other staff. Tables and chairs will be removed and/or reconfigured to allow for physical distancing. Staff must have their own equipment (E.g. cutlery, water bottles). There is to be no sharing of equipment.

<p>Drop-In Programs with and without Caregiver</p> <p>*Preschool Programs cannot operate without caregiver in attendance</p>	<ul style="list-style-type: none"> • Activity tables, stations or program equipment will be set up prior to program to ensure physical distancing is maintained at all times. • Non-porous equipment needs to be used. • Porous equipment needs to be decommissioned such as tunnels, puppets or any fabric type equipment. • Large equipment that is typically shared, if uses, should be disinfected between user and at the end of the session by program instructors. • Where provided, equipment and material is to be divided into kits/bins prior to the program to ensure items are used exclusively by one individual or household. If not, all toys/equipment needs to be disinfected between each individual's use. • Carpeted rolled out mats must not be used. Vinyl mats can be used, ensure that each child has an individual space, is physically distanced or has their own mat. Spray cleaning agent directly on mat after program is finished and wipe down as per cleaning directions. Individual mats if brought in by facility user must not be shared and taken home after use. • Landing/crash mats are not permitted for use. • Staff will take into consideration caregivers when assigning maximum program capacity. • After program all equipment, tables and activity stations will be cleaned/disinfected before next use. • Art and crafts projects and materials will be sent home with participants when the program ends. • There will not be shared program materials (I.e. markers, crayons, glue, etc.). • If participant/caregiver is ill at sign-in or during program, see procedure in Section 3.
<p>Sports – Registered and Drop-In</p> <p>*Preschool Programs cannot operate without caregiver in attendance</p>	<ul style="list-style-type: none"> • Drop-in sport programming staff will monitor contact between players and modify game structure as required. It is recommended that they carry a whistle to promptly get attention of players and remind players to physically distance. • Prolonged or deliberate contact while playing sports is not permitted. • Team sports in which body contact between players is either an integral component of the sport or commonly occurs while engaged in the sport (e.g., wrestling, judo) are not permitted. • Amateur and recreational sports leagues may resume so long as they do not allow prolonged or deliberate physical contact between players or if they have modifications to avoid physical contact between players. • Team games for all indoor and outdoor sports with principles-based restrictions on activities with prolonged contact vs. incidental contact (e.g., no combat sports, scrums, checking or tackling, etc.) <ul style="list-style-type: none"> • Recreational sports leagues to resume with in-region cohorts of 50 players in mini-leagues • Audiences/spectators subject to gathering limits; assigned seating where possible; will work to limit spectators where possible • Porous equipment needs to be decommissioned such as tunnels, carpeted

	<p>rollout mats or any fabric type equipment.</p> <ul style="list-style-type: none"> • Equipment must be cleaned and disinfected between user sets or at the end of a game by the instructor. • Equipment such as pylons and hula hoops can be used to demonstrate distancing requirement and disinfected at the end of each set or at the end of the game. • To minimize the use of change rooms, it is preferred that participants enter the facility with equipment on. • If participant is ill at sign-in or during program – view procedure in Section 3.
Walking Track	<ul style="list-style-type: none"> • Track capacity limited according to track size to ensure physical distancing requirements are met. • Railings and other touch points will require cleaning/disinfecting 2 times per day. • If participant is ill at sign-in or during program – view procedure in Section 3.
Racquet Sports (Badminton, Pickleball, etc.)	<ul style="list-style-type: none"> • Physical distancing requirements of 2-meter distance must be maintained. • Courts will be limited according to gym space to allow for physical distancing. • If players do not bring their own equipment and staff are supplying, staff (the person responsible for handing out equipment will be the one that cleans) have to hand the equipment to them in a bin (labeled “Clean”) and once returned have them place it in a bin (labeled “Dirty”) and then the equipment needs to be disinfected immediately after each use. Spray cleaning agent into the bin, leave it for a few minutes and then wipe off so all germs are eliminated before handling. • Team members may not congregate in any areas including social spaces. • Seating used specifically by participants engaging in the activity will be arranged to ensure physical distancing requirements are met and disinfected after each session. • Equipment must be cleaned and disinfected between user sets or at the end of a game. • Participants stay on one side of the court and cross at opposite sides of the net when changing sides. • Participants should avoid touching court gates, fences, net posts, the net tape, benches, etc. • Participants should be advised to wipe down and clean their personal equipment upon returning home. • If participant is ill at sign-in or during program – view procedure in Section 3.
Fitness Centre	<ul style="list-style-type: none"> • In Stage 3 weight rooms will be self-regulated and participants will be asked to refrain from using equipment that is beside each other. • A system will be put in place that will allow participants to reserve a time slot to workout, which will avoid crowds gathering or long wait times. • Program capacity will be determined by the ability to maintain physical distance within the space. • Facility users will be educated to wipe down equipment before and after they use the equipment. • Equipment must be cleaned and disinfected between scheduled time slots by fitness staff.

	<ul style="list-style-type: none"> • Change rooms will be open for use of washrooms only, lockers will be decommissioned. Occupancy signage will be posted. • The use of showers is not permitted. • If participant is ill at sign-in or during program – view procedure in Section 3. • See facility cleaning guidelines for more cleaning protocols.
Fitness Classes	<p>To help maintain physical distancing, staff will consider the following when programming for fitness:</p> <ul style="list-style-type: none"> • Program capacity will be determined by the ability to maintain physical distance within the space (including both staff and participants). Special attention needs to be made for heavy physical activity such as Zumba, as extra space to move will be needed. • Group fitness that provides equipment (e.g. treadmills, elliptical, free weights) are not to be shared or passed among participants and cleaned after each use by the participant. Staff will provide paper towels and disinfectant or wipes to each participant to disinfect equipment after use. • Activities must not be practised or played within the facility if they require the use of fixed structures that cannot be cleaned and disinfected between each use or, where used in a game or practice, at the end of play. • Change rooms will be open for use of washrooms only, lockers will be decommissioned. Occupancy signage will be posted. • The use of showers is not permitted. • See facility cleaning guidelines for more cleaning protocols in Section 7. • If participant is ill at sign-in or during program – view procedure in Section 3
Personal Training	<ul style="list-style-type: none"> • Personal trainers and spotters will attempt to maintain physical distancing of 2-meters. • When needed, a specific room will be designated for personal training to ensure physical distancing is possible. • Where not possible to maintain physical distance, personal trainer or spotter must wear a mask or face covering. • Personal training room must be cleaned and sanitized after each session. • If participant is ill at sign-in or during program – view procedure in Section 3.
Change Rooms, Washrooms and Lockers	<ul style="list-style-type: none"> • Washrooms will be disinfected 2 times a day. • Each section of facility will have its own change room/washroom (i.e. separate washroom/change room for fitness centre, aquatic centre, gymnasium and walking track). Signs will indicate who will use what. • Occupancy signage will be posted outside each room. • Lockers will be decommissioned for the time being. • Masks/face coverings are encouraged while using the change rooms and washroom. • Encourage participants to arrive in workout clothes. • Participants are encouraged to arrive ready to go into the pool and quickly change upon exiting. • Wet change rooms will be the only change room available for use. They will operate a reduced capacity with no access to shower or hand/hair dryers. • Staff will monitor wet change rooms capacity for compliance purposes.

<p>Public/Recreational Skates</p>	<ul style="list-style-type: none"> • Physical distancing of 2 meters must be maintained at all times. • Skaters must remain at least 2 meters apart when putting on and removing skates. Visible markers are to be used to designate where skaters should sit. • It is recommended where possible to have a separate entrance and exit to the rink. • All equipment, including helmets, skate patrol jackets, vests (if shared) must be disinfected between each use. • Change room access will not be permitted. • If participant is ill at sign-in or during program – view procedure in Section 3.
<p>Instructional Skate *Preschool Programs cannot operate without caregiver in attendance</p>	<ul style="list-style-type: none"> • Physical distancing of 2 meters must be maintained at all times. • All beginner skates will be parented. • Skaters must remain at least 2 meters apart when putting on and removing skates. • Visible markers are to be used to designate where skaters should sit. • Parents/Guardians are asked not to spectate, unless authorized. • Instructional staff will attempt to maintain physical distancing of 2 meters. • Where not possible to maintain physical distance, staff must wear a mask. • Change room access will not be permitted. • It is recommended where possible to have a separate entrance and exit to the rink. • All equipment, including helmets (if shared) must be disinfected between each use. • If participant is ill at sign in or during program – view procedure in Section 3.
<p>Aquatic Fitness Classes Guidelines set are as laid out in the Lifesaving Society Safety Management COVID-19.</p>	<ul style="list-style-type: none"> • Physical distancing of 2 meters must be maintained at all times. • Participants must remain at least 2 meters apart in the pool and pool area. • Safety supervision guidelines may need to be adjusted if a class is spread out more than usual (i.e.; providing additional on deck lifeguards). • Overall class ratios may need to be lowered to ensure enough space between participants. • Instructors should conduct the class out of the water, except while performing demonstrations. • Signs will be visibly posted to indicate the revised capacity of the change rooms/shower area. • In accordance with Ontario Regulation 565 – Public Pools, swimmers will be required to shower prior to entering the pool - only on deck showers will be in operation. • Showers within change rooms will be decommissioned at this time and utilized as change areas. • Participants should be encouraged to shower at home after swimming. • If equipment is required, it must be disinfected between each use. • Encourage participants to bring their own equipment. • Lockers will be decommissioned to ensure appropriate space available to maintain physical distancing of 2 meters. • If participant is ill at sign in or during program – procedure in Section 3.

<p>Instructional Swim</p> <p>*Preschool Programs cannot operate without caregiver in attendance</p> <p>Guidelines set are as laid out in the Lifesaving Society Safety Management COVID-19.</p>	<ul style="list-style-type: none"> • Physical distancing of 2 meters must be maintained at all times. • Swimmers must remain at least 2 meters apart in the pool and pool area. • Overall class ratios may need to be lowered to ensure enough space between swimmers. • Lessons for younger aged children could be offered similar to guardian lessons so that each participant is accompanied by a parent/caregiver that is responsible for managing and handling their child. • It is recommended where possible to have a separate entrance and exit to the pool. • Signs will be visibly posted to indicate the revised capacity of the change rooms/shower area. • In accordance with Ontario Regulation 565 – Public Pools, swimmers will be required to shower prior to entering the pool - only on deck showers will be in operation. • Showers within change rooms will be decommissioned at this time and utilized as change areas. • Swimmers should be encouraged to shower at home after swimming • The number of attendees in the viewing area can be restricted through visible markers, signage or staff monitoring the area. • If equipment is required, it must be disinfected between each use. • Lockers will be decommissioned to ensure appropriate space available to maintain physical distancing of 2 meters. • If participant is ill at sign-in or during program – view procedure in Section 3.
<p>Lane Swim</p> <p>Guidelines set are as laid out in the Lifesaving Society Safety Management COVID-19.</p>	<ul style="list-style-type: none"> • Physical distancing of 2 meters must be maintained at all times. • Swimmers must remain at least 2 meters apart in the pool and pool area. • To ensure physical distancing amongst swimmers, lane swim will operate at a reduced capacity. • A system will be put in place that will allow participants to reserve a time slot to swim, to avoid crowds gathering or long wait times. • Signs will be visibly posted to indicate the revised capacity of the pool area and change rooms/shower area. • It is recommended where possible to have a separate entrance and exit to the pool. • In accordance with Ontario Regulation 565 – Public Pools, swimmers will be required to shower prior to entering the pool - only on deck showers will be in operation. • All equipment, including the lifeguard stand must be sanitized between each use. • Lockers will be decommissioned to ensure appropriate space available to maintain physical distancing of 2 meters. • If participant is ill at sign in or during program – view procedure in Section 3

ORC Steam Room	<ul style="list-style-type: none"> • Saunas and steam rooms will remain closed during stage 3.
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Section 3 – Health Check/Screenings – All Programs inside a Facility

Access to Recreation Centres

- If a facility has more than one entrance, Supervisors will need to determine how traffic flow will be managed and if additional staff are required to manage it. Wherever possible, there should be a designated main entrance.
- In facilities where one or more entrance is required to be locked to control access, signage must be posted directing facility users to the entrance(s) that must be used
- If service counters are longer than Plexiglas barriers, clients should be directed to speak to staff at the barrier.
- Users will pre-schedule a time to use a facility and will not be permitted to enter the building until that time.
- Staff will educate participants and facility users to wear a face covering/mask at all times while in common areas in the facilities. Should a facility user present at the entrance without one, staff will not permit entry until they obtain one and return, unless there is a medical reason why they cannot wear a mask. See Masks/Face coverings in Section 5.

Active Screening and Sign-In Procedures:

All facility users, will require an [Active Screening](#) to entering the facility. Physical distancing and screening information will be posted at the entrances. The signage will inform visitors that if they answer yes to any of these questions, they cannot enter the area.

1. In accordance with the [Guidance for Facilities for Sports and Recreational Fitness Activities during COVID-19](#) medical masks and eye protection must be worn by staff who are conducting screening.
2. Signage will be posted at each entrance, outlining the COVID-19 symptoms and informing users.
3. Staff placed at the entrance of a program or recreation centre will greet participants in a welcoming and friendly manner. Physical barriers, such as two tables placed side by side, will need to be in place to ensure physical distancing is able to be maintained between staff and facility users.
4. Staff will point to the sign and ask if the participants/facility user/parent has any of the symptoms, as well as exposure risk questions (e.g. recent travel, contact with a suspected or confirmed case of COVID-19).
5. Staff do not need to read off the list of symptoms (unless required) just get a verbal yes or no after person reads sign.
6. Participant or facility user are required to wear a mask/face covering in common areas. Please see Section 2 and 5 for Mask/Face Covering Procedures.
7. Should a facility user present at the entrance without one, staff will not permit entry until they obtain one and return, unless there is a medical reason why they cannot wear a mask/face covering.

8. Signage should be placed where it is easily read by multiple people at one time to ensure line up goes as quickly as possible.
9. All those who do not pass the screening will not be permitted to enter the facility and will be told to self-isolate immediately and encouraged to get tested.

User lists will be printed from the scheduling system to gather information needed for the SMDHU for contact tracing. These lists will include names, contact information, date and times of who enters the facility.

Sign includes the following:

1. Do you have any of these symptoms?
 - Fever
 - Cough
 - Shortness of breath
 - Sore throat
 - Runny nose
 - Muscle aches
 - Headache
 - a. Has the participant travelled outside of Canada within the last 14 days?
 - b. Have you been in regular close contact with someone has a confirmed COVID-19 in the past 14 days?
 - c. Are you in regular close contact with a person who is sick with new respiratory symptoms and/or who recently travelled outside of Canada?
2. If a participant answers YES to any of the screening questions, they will be turned away and referred to a COVID-19 assessment centre for testing. They are asked not to return until they have received a negative COVID-19 test and are symptom free for 24 hours and not be required to self-isolate for other reasons. No proof of negative test is required.
3. Staff will receive a verbal confirmation from the participants/user groups during the screening. Participant information gathered from the scheduling system will hold the information needed for Contact Tracing. Facility User Groups, will be responsible to supply a list of contact tracing information for participants in their program. Screening staff will reference this list upon entry of those participants.
4. Any facility users entering the facility in which contact tracing information is not already received will be required to fill out a COVID-19 Screen Checklist.
5. At the end of each day, staff will file the participant schedule/information in a locked file cabinet or electronically scan the file and save it in a secure location. All sheets will need to be saved in case SMDHU requires them for contact tracing.
6. Sheets for Contact Tracing must be retained for a minimum period of six months after use or as identified in the Community Service's retention schedule.

Daily Health Check/Screening Procedures for All Staff

A daily health check/screening is required for all staff/instructors prior to the start of every shift in a City facility. Staff/instructors will conduct a self-assessment upon to arrival at work using the COVID-19

Screening Checklist as provided by the Health and Safety Officer.

If staff answer yes to any of the COVID-19 screening questions they are to contact their supervisor or designate to enable appropriate coverage provision. Staff are not to come in to work and are asked to go to their nearest screening centre for testing. See below for procedures if Staff Arrive to Work and Become Ill or Staff Call in Sick.

Section 4 – Management of Illness

Participant/Staff Illness Occurring During Activity or at Sign-In/Health Check

Any confirmed cases of COVID-19 in a facility user must be reported to Simcoe Muskoka District Health Unit.

Facility users/staff that show any symptoms or answer yes to any screening questions must not be allowed to enter the facility.

As per the COVID-19 Work Protocols for Employees, if you believe you have been exposed to someone with COVID-19 symptoms, you should begin to self-monitor for a period of 14 days and let your Department Head and the Director of HR know as soon as possible.

A “close-contact” is someone who has been face to face for at least 15 minutes, or been in the same closed space for at least 2 hours, with someone who has tested positive for COVID-19 when that person was infectious. When close contact occurs, you should self-isolate. Contact your Department Head and the Director of HR.

If a participant answers YES to any of the screening questions, they will be turned away and referred to a COVID-19 assessment centre for testing. They are asked not to return until they have received a negative COVID-19 test and must be symptom free.

Any facility user or staff who receive a confirmed diagnosis of COVID-19 or has been exposed to a confirmed case of COVID-19 without the use of PPE, will be excluded from the program for 14 days and must be symptom free, prior to returning to program.

Refer to **Health and Safety COVID-19 Training for Staff** for more information.

If a Participant/Staff becomes Ill during an Activity or Program

1. Any individuals (staff or facility users) showing symptoms of illness must be sent home immediately.
2. Those who cannot leave immediately should be sent to a facility identified isolation space where they will be supervised by staff. If necessary (close contact) staff will wear the Infection Prevention Kit (gloves, face shield, gown, mask and maintain physical distancing).
3. If individual with illness is a participant or facility user, staff will record details on a Non-Worker Incident Report Form documenting all symptoms.
4. In the event of serious illness (e.g. individual is disoriented or slips into unconsciousness), call 911 and follow appropriate emergency procedures and follow the appropriate reporting procedures.
5. In the event of a staff illness, staff will contact their immediate Supervisor as soon as they display any symptoms of the virus. The Health & Safety Reporting Procedures listed in the next section

will be followed.

6. Any facility user or staff who receive a confirmed diagnosis of COVID-19 or has exposed to a confirmed case of COVID-19 for longer than 15 minutes or without the use of PPE, will be excluded from the program/work for 14 days and must be symptom free, prior to returning to program/work.
7. Any staff who receives a confirmed diagnosis of COVID-19 must notify their Supervisor and Director of HR immediately.
8. Cleaning/disinfection of the facility user's/participant's or staff's activity space, including washrooms and change rooms and equipment must be conducted once the individual has left. Items that cannot be cleaned and disinfected should be removed and stored in a sealed container for a minimum of 7 days. The Simcoe Muskoka District Health Unit will notify the City of Orillia if a program or facility is required to be closed.
9. All participants/parents/guardians will be notified of the situation and the confirmed diagnosis of COVID-19, if applicable.
10. The SMDHU will provide further instruction if an outbreak is declared.

Health and Safety Reporting Procedures for Staff who Become Ill at Work or Call in Sick:

1. Supervisors will need to establish whether the illness is related to a workplace exposure. Based on the answers provided by the staff to the questions below, the Supervisor should determine if the exposure to COVID-19 is presumed to be work related.
2. To confirm if an illness is due to a COVID-19 work related exposure, the Supervisor should ask the staff the following questions:
 - a. Has a *contact source* to COVID-19 in the workplace been identified?
 - i. If yes, is it *known* or *suspected*?
 - ii. If yes, has an outbreak been declared by The Simcoe Muskoka District Health Unit?
 - iii. If the answer is no, then why does the worker believe its work related?
 - b. Does the nature and location of employment activities place the worker at risk for exposure to infected person(s) or infectious substance(s)?
 - c. What is the date(s) of the known or suspected exposure?
 - d. When did the worker first experience an onset of illness/symptoms?
 - e. Is the worker's onset of illness/symptoms clinically compatible with COVID-19 that has been established to exist in the workplace?
 - f. Has a medical diagnosis been confirmed?
 - If not, is a medical diagnosis pending?

If the exposure **IS** presumed to be work related, the Supervisors will ensure the proper steps take place.

Program Illness Outbreak, Tracking, and Notification Procedure

All confirmed cases of COVID-19 must be reported to the Simcoe Muskoka District Health Unit. The Simcoe Muskoka District Health Unit will require names, sign-in sheets, daily COVID-19 Screening Checklists and other documentation. All documentation must be kept and locked in a secure location on a

daily basis or electronically saved. The Simcoe Muskoka District Health Unit will use this list to notify and provide instructions for close contacts to self-isolate or self-monitor for COVID-19 symptoms.

- If staff become aware of a laboratory confirmed diagnosis of COVID-19 among participants, staff will immediately notify Supervisor and Director of HR.
- Simcoe Muskoka District Health Unit will be responsible for declaring an outbreak and provide further direction.

If the Simcoe Muskoka District Health Unit receives a positive test from a staff or facility user, they will contact the City of Orillia, however this may take time. This is why it is necessary for facility users to communicate directly with location staff.

Isolation Rooms

Each centre needs one isolation room/space that can accommodate staff or facility users who become ill and are **unable to leave the facility immediately**. If it is a space and not a room, the space needs to be 2 meters away from all individuals (staff or participants). See facility occupancy list for details.

Staff should never leave a participant/staff alone. A staff needs to be available to stand outside the room to supervise the participant/staff.

If staff need to go into the room and cannot maintain physical distance, a gown, medical mask, gloves and eye protection (goggles/or face shield) must be worn.

If staff enter the isolation room, they must immediately wash their hands using the Hand Hygiene Procedures and upon exiting the room/space.

The isolation room needs to be cleaned and disinfected immediately after being used.

Section 5 – Health Controls

Masks/Face Coverings

In accordance with the [Guidance for Facilities for Sports and Recreational Fitness Activities during COVID-19](#) medical mask and eye protection **must be worn by all staff conducting facility screening**.

- If patrons are wearing masks/face coverings and physical distancing is maintained, the City of Orillia may determine what face coverings are appropriate for workers (if tolerated).
- Exceptions for the PPE requirement include individuals with a medical condition that make it difficult to wear PPE, individuals who are unable to put on or remove PPE without assistance and people who require accommodation in accordance with the Ontario Human Rights Code

See *Section 6: Personal Protective Equipment* for further information.

Safety Education and Rule Enforcement

It is important to remember that not all facility users will be initially accepting of the new protocols put in place. The following measures are recommended to assist staff in educating the public on the new

protocols

- Staff should inform and educate facility users, parents and caregivers on the measures put in place to avoid crowds gathering and to encourage physical distancing.
- Staff should inform and educate facility users, parents and caregivers about not sharing personal equipment such as water bottles, towels, equipment, etc.
- Wherever possible, staff should maintain physical distancing while providing rule enforcement, accident prevention and information to other team members. If physical distancing is not possible, staff must wear a mask/face covering.
- To ensure the safety of facility staff and users, City staff will be developing a COVID-specific rule enforcement and behaviour contravention guideline that is in line with the merits of the City's Respect + program.

Respiratory Etiquette

To prevent the spread of respiratory infections, proper respiratory etiquette needs to be taught to facility users and regularly practiced by staff and facility users.

Respiratory etiquette includes:

- Covering your nose and mouth during coughing and sneezing with a tissue or sneezing or coughing into your sleeve or elbow.
- Disposing of used tissues into the garbage immediately after use.
- Practicing proper hand hygiene immediately after coughing or sneezing.

Signage will be posted as a reminder to facility users and staff.

Handwashing and Hand Hygiene

Sinks are the preferred method of handwashing, where possible. If there are any cleanliness or hygiene issues, or if there is no soap in dispenser, staff are to contact Facility Staff. Where hand sinks are not possible, the use of hand sanitizer of at least 60% alcohol and approved by Health Canada is required.

Staff and/or Facility Users are asked to wash their hands/sanitize:

- Before and after shifts and breaks.
- Before and after leaving one activity space and moving to another.
- Prior to entering and exiting any indoor areas.
- Following washroom breaks.
- Following any physical interactions with another staff member or member of the public.
- Following the use of any shared equipment.
- Following the cleaning of equipment.
- After completing administrative tasks that required touching forms, pens, etc.
- Eliminate sharing of pens where possible or sanitize before/after use.
- Before and after eating.
- Before and after blowing one's nose, coughing or sneezing.

Physical Distancing Requirements

- Staff and facility users must make every effort to maintain at least 2 meters away from other facility users and other staff, when physical distancing of 2 meters cannot be maintained a mask/face covering must be worn by staff.
- Physical markers will be placed to show facility users appropriate 2-meter spacing distance, especially during active screening and sign-in.
- The total number of people permitted in classes or organized activities at any one time is limited to the number of people that can maintain physical distancing of at least 2 metres, and cannot exceed the indoor gathering limit of 50 people or the outdoor limit of 100 in stage 3.
- Occupancy signage will be posted.
- As outlined by the Provincial Government, in the [Guidance for Facilities for Sports and Recreational Fitness Activities During COVID-19](#), every person who engages in sports or a recreational fitness activity at the facility, other than a team sport, must maintain a physical distance of at least two metres from every other person at all times during the activity. Instructors and program staff will plan accordingly.

Water Fountains

In accordance with the [Guidance for Facilities for Sports and Recreational Fitness Activities during COVID-19](#) all drinking fountains will be bagged, to ensure individuals do not drink directly from them.

Fountains will remain operational only as touchless water bottle re-fill stations.

Customer Service & Processing Payments

Floats/Beginning of the Shift

- Cash reconciliation procedures still apply.
- When counting the float at the beginning and end of a shift, staff must wash or sanitize their hands before and after.

On-Site Registration and Transactions

- Clients entering a facility need to undergo active screening.
- While in the facility, users must maintain a physical distance of 2 meters at all times.
- Any person entering the facility must wear a mask/face covering.
- Credit and debit cards are preferred methods of payment
- Receipts must be given to all clients for any in-person transaction involving payment whether by credit card, debit card, cheque or cash. If desired by patron receipts can be emailed.
- For payments made by cash or cheque, Active Net will print one itemized receipt which lists goods and/or services purchased. This receipt must be provided to the client.

Cash Handling

When exchanging paper and coin money, the following is recommended:

- Ensure your hands are clean by following hand washing protocol or using hand sanitizer.
- Have the client leave the cash or cheque on the table/counter.
- Once the client has moved away from the area (to maintain physical distance), staff may pick up the cash or cheque, ensuring they sanitize before and after the cash or cheque transaction.
- Enter the payment in POS system and provide the client with a receipt.
- If the transaction requires change to be given, place change directly on the counter.
- Wipe counter between each customer with an appropriate cleaner.
- Following each client payment interaction, staff should follow hand washing protocol or use hand sanitizer.

End of Shift Reconciliation

- When counting the float at the end of shift, staff must wash or sanitize their hands before and after.
- Wipe counter/area where you counted the money deposit with an appropriate cleaner.

Pin Pad Cleaning

Pin Pad sanitation is critical to protect your staff and participants.

See [Moneris' guidance on cleaning and disinfecting](#) to help you to sanitize your payment terminal.

Customer Service Desk and Payment Areas:

- Customer Service Desks and payment areas need to be cleaned with the appropriate cleaning agent on site that has been deemed appropriate by the Environmental and Infrastructure Services Department at the beginning and end of each shift, and as necessary between clients.
- Staff must wipe/spray down countertops, computer keyboards, phone, mouse, pin pad, photocopier, main key pad and any other shared equipment with disinfection or cleaning agent at the beginning and end of their shift and if/when they feel the workstation has been compromised.
- Ensure that all high touch surfaces (e.g. keyboard, mouse, pin pad, photocopier, etc.) are being disinfected at least 2 times per day or if staff feel it has been compromised. If needed, identify roles and responsibilities between recreation and facilities staff to ensure all surfaces and equipment are being disinfected.
- Ensure manufacturer's instructions are followed when COVID-19 disinfectants are used (e.g. when using a disinfectant spray on a hard surface, allow it to remain wet for the period of time as directed before wiping the surface dry).
- Do not share supplies between staff or with patrons (e.g. pens, staplers, phones, etc.) If supplies are shared, disinfect right after use and wash your hands or use hand sanitizer.

Administrative Forms

When completing forms (e.g. Incident Report Forms, etc.), staff will not share pens or clipboards. If individual clipboards or pens are not available for each staff, these supplies must be disinfected before/after use.

Equipment and Supplies

Toys and equipment are not to be shared or passed amongst facility users, unless disinfection can occur between user. See Section 7 for Cleaning and Disinfection Procedures and Toy and Equipment Cleaning Procedure.

Personal Items

Each staff/facility user must have their own water bottle labelled with their name to prevent accidental sharing or contamination.

Personal items and clothing brought in by staff members should be kept to a minimum. Where staff must bring items in, they should be stored separately, with adequate space between where each staff member's items are stored.

Staff are recommended to change clothes before and after their shift. Uniforms should be laundered on a regular basis using laundry soap and hot water.

Food and Lunches

- Staff must not congregate during lunch or break and must maintain physical distancing when in lunchrooms.
- Tables and chairs must be removed and/or reconfigured to ensure physical distancing is maintained.
- Staff are asked to wash their hands/sanitize before and after eating.
- Staff are asked to sanitize and wipe down the table and chair used while eating with the cleaner provided.

Section 6 – Personal Protective Equipment

Masks for Staff

Staff Position	Face Masks/Covering	Medical Mask	Eye Protection	No Mask
Facilities	<ul style="list-style-type: none">• Any common area shared with public where patrons are wearing masks• Staff only areas; if physical distancing cannot be maintained	<ul style="list-style-type: none">• Any common area shared with public, in which physical distancing cannot be maintained and/or where patrons are not wearing masks	<ul style="list-style-type: none">• During any first aid situation.• At the discretion of staff	<ul style="list-style-type: none">• Staff only areas; if physical distancing is maintained

Screening Staff	<ul style="list-style-type: none"> Any common area shared with public where patrons are wearing masks Staff only areas; if physical distancing cannot be maintained 	<ul style="list-style-type: none"> During shift when interacting with public at screening location. Any common area shared with public, in which physical distancing cannot be maintained and/or where patrons are not wearing masks 	<ul style="list-style-type: none"> During shift when interacting with public at screening location. During any first aid situation. 	<ul style="list-style-type: none"> Staff only areas; if physical distancing is maintained
Fitness/Program Instructors	<ul style="list-style-type: none"> Any common area shared with public where patrons are wearing masks Staff only areas; if physical distancing cannot be maintained 	<ul style="list-style-type: none"> At all times during fitness/recreation program Any common area shared with public, in which physical distancing cannot be maintained and/or where patrons are not wearing masks 	<ul style="list-style-type: none"> During any first aid situation. At the discretion of staff 	<ul style="list-style-type: none"> Staff only areas; if physical distancing is maintained
Lifeguards	<ul style="list-style-type: none"> Any common area shared with public (including on deck) Staff only areas; if physical distancing cannot be maintained 	<ul style="list-style-type: none"> Any common area shared with public, in which physical distancing cannot be maintained and/or where patrons are not wearing masks 	<ul style="list-style-type: none"> During any first aid situation. At the discretion of staff 	<ul style="list-style-type: none"> Staff only areas; if physical distancing is maintained While on life guard chair
Customer Service Staff	<ul style="list-style-type: none"> Any common area shared with public where patrons are wearing masks Staff only areas; if physical distancing cannot be maintained 	<ul style="list-style-type: none"> Any common area shared with public, in which physical distancing cannot be maintained and/or where patrons are not wearing masks 	<ul style="list-style-type: none"> During any first aid situation. At the discretion of staff 	<ul style="list-style-type: none"> Staff only areas; if physical distancing is maintained When behind Plexiglas

Type of Mask:	Required When:
Non-medical mask or face covering	<ul style="list-style-type: none"> Staff are indoors in commons areas. Staff are outdoors and unable to maintain 2 meters physical distancing requirements. Staff are exempted from wearing masks while in their offices and/or communicating with the public behind Plexiglas barriers.
Medical Masks	<ul style="list-style-type: none"> Staff are entering isolation room. Staff are performing first aid. Staff are screening patrons Staff are in areas where patrons are not wearing masks and/or staff cannot maintain physical distancing.

Masks for Facility Users/Participants

See Section 2 for details on Mask/Face Covering procedures for facility users and participants

Type of Mask:	Required When:
Non-medical mask or face covering	<ul style="list-style-type: none"> • Participants are indoors in common areas and washrooms. • Participants are outdoors and unable to maintain 2 meters physical distancing requirements. • Participants participating in physical activity are exempted from wearing masks indoors while performing the activity. However, they must be worn in common areas, hallways, change rooms, etc.

- When using PPE staff must use the correct procedure for donning, doffing and disposing (see below).
- When wearing gloves, avoid touching the face, use proper procedure to take off and dispose, and practise proper hygiene.
- Staff performing minor first aid require:
 - Medical mask
 - Gloves
 - Eye protection (Goggles)**
- Staff supervising a participant/staff in the isolation room in which they cannot maintain physical distance require:
 - A gown
 - Medical mask
 - Gloves
 - Eye protection (Goggles)**
- All staff require training on proper use of PPE.

Note: Goggles may not fit over prescription glasses. Face Shields will be made available in the Facility Trauma Kits. [Refer to the COVID First Aid Procedure.](#)

Donning & Doffing PPE

The following link provides detailed instructions on how to properly don and doff PPE. Please note that **N95 mask are not required at Recreation Centres as they are not a medical facility.**

<https://www.publichealthontario.ca/-/media/documents/ncov/ipac/ppe-recommended-steps>

Removal of PPE

1. Remove gloves and roll inside-out.
2. Remove gown in a manner that prevents contamination of clothing or skin.
3. Perform hand hygiene.
4. Remove eye protection.

5. Perform hand hygiene.
6. Remove mask from behind the head.
7. Perform hand hygiene.

Proper Disposal of PPE

Staff will dispose of PPE in the proper garbage bins.

Section 7 – Cleaning and Disinfection Procedures

To be revised by facilities

Recreation Program Staff, Facility and Equipment Cleaning Guidelines

These guidelines outline the roles and responsibilities of Facility and Recreation staff, outside of the regular job duties, to ensure a healthy and clean environment. In conjunction with the reopening of Recreation facilities, this guidance document must be considered in the cleaning of high touch traffic areas and office spaces.

To ensure consistency through our facilities, Facility Operations and Recreation staff will complete a Staff Cleaning Log and Washroom Checklist, to assist in the cleaning and maintenance of each facility.

Cleaning, Sanitizing and Disinfection

Part of the sanitizing and disinfection guidelines is to understand the difference between the two in a cleaning environment. Staff will be required to disinfect equipment, using provided/approved cleaning products.

Cleaning refers to:

Cleaning physically removes dirt, soil or contaminants from toys, equipment or surfaces. Cleaning does not reduce the number of harmful microorganisms.

Sanitizing refers to:

Sanitizing lowers the number of germs on surfaces or objects – either by killing or removing them – to a safe level, according to Public Health standards or requirements.

Disinfection refers to:

Disinfection reduces the number of harmful microorganisms on toys, equipment or surfaces to safe levels as defined by Public Health.

Proper hand hygiene must be followed after staff conduct cleaning, sanitizing or disinfecting.

Assign toys and equipment to facility users to avoid sharing of items during a program time. After the program or after every use, all toys and equipment must be thoroughly sanitized and disinfected.

Cleaning Standards for Fitness

Refer to ***City Facilities – Enhanced Cleaning and Disinfection Protocol***, which outlines staff responsibilities with respect to cleaning and disinfecting procedures.

Clients are expected to clean fitness machines and equipment before and after use and to be educated to do this. Extra spray bottles, paper towels or wipes will be placed around the room. Weight rooms, fitness centres and walking tracks should be closed down twice per day to do high touch point cleaning/disinfected (e.g. barbells, plates, stability balls, floors, free weights, etc.) by staff. Facility Staff should ensure a deep cleaning of the facility takes place daily.

Matts will be located at the Fitness Centre desk. After use, matts will be disinfected by users and fitness staff. Members are discouraged to bring their own.

Group fitness equipment is not to be shared and will be sanitized between uses.

Equipment that has become visibly dirty or that has come into contact with bodily fluid will be taken out of circulation. Participants must inform the front desk staff who will take that machine out of circulation, place a sign and ensure equipment is cleaned and disinfected immediately.

Section 8 – Procedures, Forms and Signage

Forms

[City of Orillia – COVID-19 Self Screening Wavier](#)

[City of Orillia – Acknowledgement, Release, Indemnity and Assumption of Risk Wavier \(Over 18\)](#)

[City of Orillia – Acknowledgement, Release, Indemnity and Assumption of Risk Wavier \(Under 18\)](#)

Procedures

[City Facilities – Enhanced Cleaning and Disinfection Protocol](#)

[City Facilities – Washroom Cleaning and Disinfection](#)

Signage

Site staff (Facility Operations) will jointly place signage at recreation centres and arenas (where applicable). Site staff will ensure compliance to signage requirements and monitor appropriately.

When placing signage, please follow these suggestions:




- Where possible, mount signage at a consistent height to support accessibility and legibility for all occupants.
- Signs should be mounted between 48” and 60” above the floor.



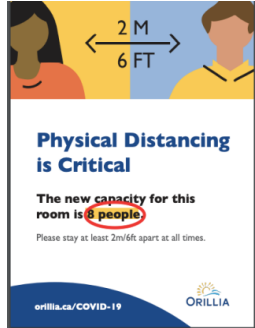
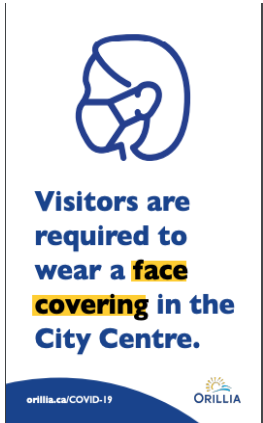
All signage must be approved and placed in strategic locations (i.e. entrances, key areas). When possible, signage should be placed in proper sign holders if not laminated.

Please contact your supervisor if more signs or replacement signs are required.

To ensure physical distancing of at least two metres between individuals, visual cues (signs, posters, floor markings, stanchions, etc.) will be used to guide patrons from outside to throughout the facility to exit.

Dedicated one-way entry and exit pathways for each activity area will be clearly defined using visual cues. Staff will ensure compliance of facility users.

#	Signage	Description	Placement
1.	 <p>Attention Visitors</p> <p>Delay your visit if you have any of the following symptoms of COVID-19:</p> <ul style="list-style-type: none"> • fever • new onset of cough • chills • unexplained fatigue • headache • sore throat • runny nose • stuffy/congested nose • lost sense of taste or smell • difficulty breathing • difficulty swallowing • pink eye • digestive issues (nausea/vomiting, diarrhea, stomach pain), or • for young children and infants: sluggishness or lack of appetite <p>If you have any of the above symptoms OR you have been exposed to someone with COVID-19 or someone who has developed new respiratory symptoms, please delay your visit AND contact either your health care provider, Telehealth Ontario (1-866-797-6000), or visit an Assessment Centre for testing.</p> <p>orillia.ca/COVID-19 ORILLIA</p>	Help Stop the spread of COVID-19	<ul style="list-style-type: none"> • All entrance doors to recreation facility • One sign at every screening desk • Suggestion of 11x17 at facilities
2.	 <p>COVID-19 Prevention</p> <p>Physical distancing: 2 M / 6 FT</p> <p>If you are sick, stay home</p> <p>Cough into your sleeve</p> <p>Wear a face covering when entering a public indoor space</p> <p>orillia.ca/COVID-19 ORILLIA</p>	COVID-19 Prevention	<ul style="list-style-type: none"> • Front Entrance • Lobby and foyers • Program rooms/areas • Offices • Passive use areas • Viewing galleries (pools, arenas) • Suggestion of 11x17 at facilities
3.	 <p>WASH YOUR HANDS</p> <p>(FOR A MINIMUM OF 15 SECONDS)</p> <p>WET HANDS</p> <p>APPLY SOAP and lather</p> <p>SCRUB hands, wrists and under nails</p> <p>RINSE</p> <p>DRY HANDS with paper towel</p> <p>CLOSE TAP with paper towel</p> <p>simcoe muskoka WATER SERVICES</p> <p>THE SIMCOE MUSKOKA HEALTH UNIT</p> <p>www.smdhu.org/COVID19</p>	Wash your hands	<ul style="list-style-type: none"> • Walls at every usable sink • 1 for individual sink and 2 or 3 for a bank of sinks • Suggestion of 8.5x11

4.		Please wait here (catalogue #1)	<ul style="list-style-type: none"> • Entrance of building floors • 1-2 max at service counters and if required at screening areas
5.		Washroom Cleaning Information	<ul style="list-style-type: none"> • Outside washrooms • Suggestion of 8.5x11
6.		Room Occupancy Limit	<ul style="list-style-type: none"> • Outside change rooms, washrooms, fitness centre, aquatic centre, gymnasium, or any room being used (number will change based on size of space) • Suggestion of 8.5x11
7.		Mask or Face Covering	<ul style="list-style-type: none"> • Entrance of building • Main entrance check-in table • Suggestion of 8.5x11

<p>8.</p>		<p>Tight Space/ Hallway</p>	<ul style="list-style-type: none"> • Entrance to small room/space • Any tight corners/hallways/stairwells • Suggestion of 8.5x11
<p>9.</p>		<p>Elevator Tips</p>	<ul style="list-style-type: none"> • Outside and inside every elevator • Suggestion of 8.5x11