

TERRACE BAY COMMUNITY CENTRE

Cultural Centre – Senior’s Centre

Guidance for Re-Opening COVID-19



WE ASK ALL FACILITY USERS THAT YOU SHOULD NOT ENTER THE FACILITY IF YOU:

1. Feel unwell and have symptoms of COVID-19
2. Have been in close contact with someone currently COVID-19 positive, or who has symptoms and is awaiting test results.
3. Travelled outside of Canada within the past 14 days.

If any of the above apply to you, self-isolate immediately and call the TBDHU for testing at 1-888-294-6630.

Indoor Community Space Rentals

With the Province of Ontario moving Terrace Bay into stage three of its reopening framework, the Township will be resuming rentals of community spaces in our building starting on **September 7, 2020**. All existing rentals/bookings have been cancelled and new rentals/bookings are welcome starting on **September 8, 2020**.

Stage three of the Provincial reopening regulations will guide the allocation of community space for activities, programs and events. The maximum numbers permitted for gatherings has increased to 50 people indoors and 100 outdoors.

The following facility will reopen with rentals and limited hours:

- **Terrace Bay Cultural Centre**
 1. Michael King Hall - 50 maximum capacity –programs to be booked through the recreation dept.
 2. Michael King Hall Kitchen - closed
 3. Senior Centre Drop In – 18 maximum capacity
 4. Game Room – 16 maximum capacity
 5. Craft Room – 16 maximum capacity
 6. Wellness Room – 5 maximum Capacity
 7. Public Library - 50 maximum capacity – contact Library for rental

The Township will assess the feasibility and availability of space for each rental/booking request on a case-by-case basis, type of activity, number of participants or attendees, and capacity of the space to accommodate proper physical distancing. The space must allow four square metres per person so each attendee can maintain a two-metre distance from each other – helping to prevent the spread of COVID-19.

SENIORS CENTRE

The Seniors Centre is a leased facility on a yearly basis.

The Seniors Centre will abide by all provincial, public health unit directives and the Township of Terrace Bay guidelines.

- All participants will be required complete a self-screening check before entering the facility. These procedures will be posted at the entrance to the building.
- All participants and attendees must practice physical distancing
- Wearing masks is mandatory indoors. Patrons should use a face mask/covering inside all common areas of the Township of Terrace Bay Facilities including the lobby, hallways, meeting rooms, washrooms, and

change rooms while entering and exiting the facility or at any time not engaging in intense physical activity. All masks are to be provided by renters and/or participants.

- Exceptions for the face covering requirement include children under the age of 2, individuals with a medical condition that make it difficult to wear a face covering, individuals who are unable to put on or remove a face covering without assistance, people who require accommodation in accordance with the Ontario Human Rights Code.
- All Seniors Centre participants are encouraged to practice hand hygiene prior, during and after use of the facility.
- A hand sanitizer station will be provided at entrance and exit points of the facility.
- Hand soap and paper towels will be provided in the washrooms for staff and facility patrons.
- All facilities will be equipped with signage, directional and physical distancing decals throughout the building
- Renters must adhere to the conditions of use

Maintain logs of facility users and spectator contact information

- Seniors Centre must keep daily logs of the name and contact information for their participants.
- If there is a case of COVID-19 who was contagious while at the facility, public health will use that list to notify the Township of Terrace Bay, Seniors Centre and participants.

Prepare the Seniors Centre Facility

- Assess the layout and available space within the facility. Facility to allow for all staff and users to maintain a two metre (six feet) distance from each other.
 - ◆ Michael King Hall - 50 maximum capacity – programs to be booked through recreation dept.
 - ◆ Michael King Hall Kitchen - closed
 - ◆ Senior Centre Drop In – 18 maximum capacity
 - ◆ Game Room – 16 maximum capacity
 - ◆ Craft Room – 16 maximum capacity
 - ◆ Wellness Room – 5 maximum Capacity
- Notices will be posted indicating the facility capacity limit in visible locations throughout the facility .
- Physical cues or guides for people by placing markers such as tape, stickers, safety cones or painted lines every two metres (six feet), where appropriate (e.g. entrances, service counters and showers).
- Signs to be posted in a visible location at the entrance and other appropriate areas in the facility to raise awareness about health and safety measures that can help prevent the spread of COVID-19.

Screening of Seniors Centre Facility

Participants, Staff & Volunteers:

- Should proactively and regularly monitor their users for symptoms.
- Symptomatic individuals are prohibited from participating.
- Hand hygiene should occur before and after each activity.

During Active Operation

Stay home when you're sick

Remind staff and participants to stay at home and not attend the seniors centre facility if they are sick.

Maintain logs of facility users and spectator contact information

- Seniors Centre must keep daily logs of the name and contact information for their participants.
- If there is a case of COVID-19 who was contagious while at the facility, public health will use that list to notify the Township of Terrace Bay, Seniors Centre and participants.

Manage the flow of people in the facility to promote physical distancing

- Monitor to ensure adherence to the reduced capacity limits.
- Implementing time limits for the use of the facility so that facility capacity is more easily controlled will be used if required.

Practice hand hygiene and respiratory etiquette

- All Seniors Centre staff and users are encouraged to practice hand hygiene prior, during and after use of the Seniors Centre facility.
- A hand sanitizer station will be provided at entrance and exit points.
- Hand soap and paper towels will be provided in the washrooms for staff and users.
- Remind staff and users to avoid touching their face, nose and mouth with unwashed hands.
- Cover your cough or sneeze with a tissue. If you don't have a tissue, sneeze or cough into your sleeve.
- Practice respiratory etiquette. Participants should refrain from spitting and clearing their nasal passages during activities.

Practice physical distancing

- Physical distancing means keeping a distance of two meters (six feet) from others who are not part of your household or social circle.
- Seniors Centre staff and users will be reminded not to share items, including food, water bottles, equipment, and supplies and encourage everyone to keep their distance as best as possible.
- Water bottles should be labeled with the name of the owner.
- Do not share water bottles
- Hands should be cleaned before and after using sporting equipment.
- After activities, individuals should minimize time spent in seniors centre rooms and maintain physical distance in lobby and common spaces.

Cloth Masks/Face Coverings

- Cloth masks or face coverings are mandatory indoors when physical distancing cannot be maintained.
- Participants are **NOT** required to wear a mask when they are engaging in intense physical activity or while consuming food and drink.

- Masks do not replace the need for physical distancing, hand washing, and staying home when sick.
- Exceptions for the face covering requirement include children under the age of 2, individuals with a medical condition that make it difficult to wear a face covering, individuals who are unable to put on or remove a face covering without assistance, people who require accommodation in accordance with the Ontario Human Rights Code.

Enhance environmental cleaning and disinfection

- Maintenance Staff will ensure cleaning and disinfecting of high-touch surfaces and objects at least once a day and when visibly dirty.
- Ensure washrooms are cleaned and disinfected as frequently as is necessary to maintain a sanitary environment.
- Maintenance Staff will maintain a log to track cleaning and disinfecting activities.

Communication with Seniors Centre and users

- Any COVID-19 concerns or questions please contact Dean Main, Community Development Supervisor in writing or email to cds@terracebay.ca

The Township of Terrace Bay continues to monitor and adapt to the guidelines and recommendations of the Thunder Bay District Health Unit, Province of Ontario and Federal Government. Our operating guidelines may be adjusted and/or changed as required at any time.

Failure to follow these guidelines may result in contract cancellation and removal from the facility. The Township of Terrace Bay reserves this right at all times.

FITNESS CLASSES

For high-intensity classes (e.g., Cardio Fitness, bootcamp, pickle ball)

- The number of participants will be reduced or limited to ensure that a minimum distance of 3 metres is maintained in all directions of each participant, unless from the same cohort or household.
- Fitness Class users will **NOT** be required to wear masks during their fitness class, due to the TBDHU mask guidelines for indoor public spaces for the Thunder Bay District. **5. f. permit the temporary removal of a mask or face covering where necessary for the purposes of: i. actively engaging in an athletic or fitness activity including waterbased activities.**
- Wearing masks is mandatory indoors. Patrons should use a face mask/covering inside all common areas of the Township of Terrace Bay Facilities including the lobby, hallways, meeting rooms, washrooms, and change rooms while entering and exiting the facility or at any time not engaging in intense physical activity. All masks are to be provided by renters and/or participants.
 - Exceptions for the face covering requirement include children under the age of 2, individuals with a medical condition that make it difficult to wear a face covering, individuals who are unable to put on or remove a face covering without assistance, people who require accommodation in accordance with the Ontario Human Rights Code.

- All fitness class participants are encouraged to practice hand hygiene prior, during and after use of the facility.
- A hand sanitizer station will be provided at entrance and exit points of the facility.
- Hand soap and paper towels will be provided in the washrooms for staff and facility patrons.
- Participants should be encouraged to bring their own equipment. If using facility equipment users will be required to clean and disinfect after each use.
- Instructors should be assigned and wear a head set/microphone to reduce the need for shouting.
- Participants singing along to the music or shouting back at the instructor should be discouraged.
- Reduce opportunities for classmates to gather before and after a class within the facility.
- Ensure group fitness classrooms are well ventilated (e.g., open windows/doors if possible).
- For classes with significant movement, it is recommended that participants be assigned a designated area in which they can move about.
- Participants should stay in their designated area for the duration of the activity (no swapping places).

Low Intensity Fitness Classes (e.g. Yoga, Pilates)

- The number of participants will be reduced or limited to ensure that a minimum distance of 3 metres is maintained in all directions of each participant, unless from the same cohort or household
- Fitness Class users will **NOT** be required to wear masks during their fitness class, due to the TBDHU mask guidelines for indoor public spaces for the Thunder Bay District. **5. f. permit the temporary removal of a mask or face covering where necessary for the purposes of: i. actively engaging in an athletic or fitness activity including waterbased activities.**
- Wearing masks is mandatory indoors. Patrons should use a face mask/covering inside all common areas of the Township of Terrace Bay Facilities including the lobby, hallways, meeting rooms, washrooms, and change rooms while entering and exiting the facility or at any time not engaging in intense physical activity. All masks are to be provided by renters and/or participants.
 - Exceptions for the face covering requirement include children under the age of 2, individuals with a medical condition that make it difficult to wear a face covering, individuals who are unable to put on or remove a face covering without assistance, people who require accommodation in accordance with the Ontario Human Rights Code.
- All fitness class participants are encouraged to practice hand hygiene prior, during and after use of the facility.
- A hand sanitizer station will be provided at entrance and exit points of the facility.
- Hand soap and paper towels will be provided in the washrooms for staff and facility patrons.
- Participants should be encouraged to bring their own equipment. If using facility equipment users will be required to clean and disinfected after each use.
- Where fitness activities involve participants in close proximity to the floor, the floor should be cleaned thoroughly between each class.
- Reduce opportunities for classmates to gather before and after a class within the facility.
- Ensure group fitness classrooms are well ventilated (e.g., open windows/doors if possible).