



Town of Black Diamond Oilfields Regional Arena

PO Box 10, Black Diamond, AB, T0L
OH0 611 3rd Street SW

Phone 403-933-5272 ~ Fax 403-933-5865

Serving Our Community

Operating Guidelines

The relaunch guidance follows the relaunch strategy given out by the province – this includes measures for the safety and wellbeing of facility users and staff. The goal is to reduce the risk of transmitting COVID-19. These plans may be scaled up or down as per the recommendations of the province.

Covid-19 has many risk factors, included but not limited to: illness, respiratory illness, short and long term health complications, treatment risks, complications and possible death. You must understand and accept these risks before you and your children entering this facility.

Your chance of contacting COVID-19 is increased in sports arenas, so the following guidelines on physical distancing & hygiene must be followed;

- #1 Stay at home if you or your child are sick
- #2 Engage in Physical distancing at all times of at least 2 meters
- #3 Avoid physical contact with other individuals
- #4 Wash your hands with soap and water for at least 20 seconds, if soap and water not available use an alcohol-based hand sanitizer – thoroughly and often
- #5 Avoid touching your face with unwashed hands
- #6 If coughing or sneezing do it into a tissue or the bend of your arm – NOT your hand – dispose of the tissue ASAP – wash your hands after
- #7 It is the users' responsibility to have completed a COVID-19 SCREENING TEST every time you enter the facility. If you are unable to produce these forms if requested, you will be denied access to the facility

RESTRICTIONS & DIRECTIONS

- #1. Only players & Coaches will be allowed in the facility (no spectators – parents, siblings, friends, grandparents, etc.) – if assistance is required for younger children – one parent may assist but will have to leave the building when completed). You will need to come to the facility in your hockey gear - if possible, have your skates on with guards on – then just remove the guards to go on the ice.
- #2 The doors to the facility will be locked until 10 minutes prior to the user group's ice time then locked again once the group is in the facility.
- #3 One washroom (the ref's room) will be open but only for emergencies. It will be disinfected after each group.



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- #4 Water fountains and sinks will not be accessible; please bring a filled water bottle from home – it should have your name on it and do not share it with anyone else. The top of the boards will be available for you to put your water bottle on – it will be marked for physical distancing.
- #5 The coach or a team rep will be responsible for ensuring the players or participants have completed a COVID-19 screening test every time they enter the facility. They are responsible for collecting these screening tests; they must be kept for three weeks for contact tracing. If the tests have not been completed, you may not be allowed in the facility.
- #6 With having to dress for your sport at home, the only items you will be allowed to bring into the facility are; Hockey stick, helmet, skates and water bottle; coaches may bring in additional items for practices but no hockey bags. Nothing will be allowed to be left at the facility; if you leave something, it will be thrown out as there will be no lost and found. Each participant that enters the facility is responsible for cleaning their own equipment before their next visit to the facility; coaches will be responsible for the training items, which includes its proper disinfecting.
- #7 Once you are let into the building, go directly to the arena ice area – the lobby, lobby washrooms, viewing area and water fountain and concession will be inaccessible.
- #8 Once in the ice area – the change rooms, showers and washrooms will NOT be available – the benches in front of the change rooms and benches behind the bleachers are available to put your skates on. Bleachers will be closed as no spectators are allowed.
- #9 Games will not be allowed in stage one of reopening, skills and training will be the main focus
- #10 If you are seated on the benches adjacent to the change rooms, enter the ice surface by the South East gate, if you were behind the bleachers enter the Ice surface by the North East gate.
- #11 It is the coaches' responsibility to control the group on the ice – physical distancing is to be maintained.
- #12 When the practice is complete, exit the same location you entered the ice surface, put your shoes on and exit the building by the door to the south of the arena (S1) or to the exit door between change rooms 2 & 3. **DO NOT GO INTO the LOBBY.** You are required to exit the building as quickly as possible – this will allow the staff time to disinfect the areas that you were in before the next group comes into the facility.
- #13 Failure to follow these rules may result in loss of future rentals.



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FACILITY

Arena entrance and exit doors will be marked with the directional flow of patrons entering or leaving the facility. Floors, benches, water bottle area, will be marked for physical distancing. Physical distancing signage will be posted at the front entrance, in the lobby, entering the ice area and along the change benches and behind the bleachers.

Two hand sanitizing stations will be available – one when entering the ice area and another by the South East arena exit – these are motion sensor activated so no need to touch. Every person who enters the arena should use the hand sanitizing station. It is also recommended that you wear a mask when entering and leaving the building (not recommended while on the ice surface).

Directional traffic flow – all patrons will enter the facility from door E1 (Main entrance door on East side of the building), the doors inside the facility will be propped open for you – go directly into the arena ice area and to the benches outside the arena change rooms (with spacing this only allows 9 participants) and behind the bleachers – additional seating (enough for an additional 18 participants). ORA entrance plan 2020 phase 1 will be posted for the exit that you are to use.

Player's boxes are not to be used – water bottles can be put along the top of the arena boards by the player's box area - which will be marked for 2-meter spacing. Only use your own water bottle.

When your ice time has finished, exit the ice surface by the gate which you entered – put your shoes back on and leave the facility by the S1 door (the door in the southeast corner of the arena).

You have 10 minutes to leave the facility.

Once the group is in the facility in the ice area, the doors will be closed, and the front door locked. It is highly recommended that the Coaches have a list of contacts for their team so that if there is a problem, they can contact the parent/guardian of that player.

COHORT GROUP

The teams can form a cohort group (bubble or mini-league) with a maximum of 50 participants who cannot maintain a two-meter distance at all times. This number includes participants, coaches, officials and trainers. The teams in a cohort group can play a game against each other (when regulations permit) – but the teams in the cohort group CANNOT play against any other cohort group. Games will not be permitted in stage one of our opening.

STAFF

Stage 1 will only allow a total of 30 people plus staff in the facility at one time; this includes participants and Coaches. There will also be a minimum of 2 staff on duty during stage one while the facility is being used.

Once the participants are on the ice, the staff will start the cleaning process for the entrance and lobby, which the patrons have passed thru. During this cleaning phase, the staff are required to wear face masks and gloves.



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Door handles: We will use a combination of both a wand and disinfectant spray to disinfect – this is a slow movement over the handles (making sure that all areas have light upon them). As a precaution, the light is not to be looked at or pointed to anyone's face.

Larger areas: The floors will be cleaned with the floor scrubber or by pump sprayer, using a 100 to 1 mixture of triple D and water; this solution will have to be changed out every 5 days. The floors will be cleaned with the floor scrubber using triple D. Any surface that the members of the group have made contact with, is to be disinfected. Once the group has left the facility, the entrance gate and exit gate from the ice, the area for putting on shoes, where the participants were sitting, the area for setting their water bottles and exit doors are to be disinfected. Staff failing to follow the proper cleaning/disinfecting procedures will be subject to disciplinary action as per policy.

Facility maintenance: Hepa furnace filters are now being used in all furnaces. Exhaust fans for washrooms are automatically turned on when the facility is occupied. Exhaust fans in the Arena ice area are controlled by a co2 sensor, so only on when required, these will be over-riden and turned on for every time the ice is resurfaced. Close attention has to be paid to garbage, any that are over half full are to be emptied (gloves and mask must be worn) – disinfect the can when changing the garbage.

Ice resurfacing machine: The seat, controls, steering wheel, fill hose, and valve are to be disinfected after every use. With 2 staff on, it is recommended that one staff do the ice resurfacing per shift – alternate to the other staff the next shift.

Flood Room, Plant Room, Arena Office, and Exit Doors: The doors are to be disinfected after every usage.

Office equipment (stapler, pens, scissors, printer, etc.), equipment, hand tools and computer in flood room: They are to be wiped down with disinfectant wipes or cloth using a mixture of Triple D and water in a 100 to 1 solution after every usage.

Hockey nets: Require disinfecting after each usage.

Work cell phones: These are only to be used by the person they were assigned to.

Staff are to minimize their contact with the user groups greeting them to open the door and to check they are leaving the facility on time. It is a requirement for the staff to wear masks and gloves when dealing with patrons and cleaning.

The office door is to be closed when patrons enter the facility to minimize contact.

PPE - Masks are a complement with other measures – they do not replace the other measures. Make sure your hands have been cleaned prior to putting on a mask, do not use the mask if it is damaged.



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Masks must cover your nose and down over your chin- they can be safely worn by someone with facial hair. If the mask has a nose bar, pinch around your nose to reduce the gap between your face and the mask. Make sure your nose and mouth are fully covered, replace the mask if it is dirty, or damaged. Do not share masks.

Dressing room 5 will be used as the manager's office, the flood room will be utilized as a staff room during the change in operations

The checklist of cleaning is to be completed every shift.

EMERGENCY RESPONSE COVID-19

If a participant or coach comes down with described COVID 19 symptoms while at the facility:

- #1 Isolate the person in a separate area
- #2 Contact the coach for the participants' contact information
- #3 Contact the parent/guarding to come and pick up the person
- #4 Staff are to have on mask & gloves when near the participant when the parent or guardian arrives – give them the door number so it is not thru the main portion of the building. (Recommending the refs room and door N1).
- #5 Inform the coach that this cohort group will not be allowed in the facility for the next 14 days (unless it is proven that the person was not sick with Covid-19 – test results)
- #6 Thorough cleaning of the facility in every area the participant was located in – hockey boards, gates, walls, floors, glass – both sides, doors etc. The facility will remain closed until the cleaning is complete before the next group will be allowed into the arena. If there was any contact with the rest of the cohort group, they will also be isolated for 14 days before coming back to the arena.
- #7 Report on what has happened, who was involved, all procedures that were followed, when everything that was cleaned and if any staff may have been contaminated and have to be isolated.

EMERGENCY RESPONSE TO INCIDENT ON THE ICE

If a participant is injured while on the ice surface:

With the entrance doors to the facility secured between groups, it is important to remember that access may be needed to the building for emergency services.

To work around this problem, it will be the responsibility of the coach to communicate with the facility staff when an injury has occurred on the ice surface. They will be required to contact a staff member so an entrance door can be open for emergency services or parents to pick up their child.

VERBAL ABUSE

Any form of abuse towards the staff on how the facility is being operated during the pandemic will not be tolerated. Offenders will lose their privilege to use the facility.



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USER GROUPS

All user groups will be asked to meet with an administrative member of the Oilfields Regional Arena/Scott Seaman Sports Rink prior to their first booking. The purpose of this meeting is to review the guidelines which have been put in place to minimize the spread of Coronavirus.

All facility users (or their legal guardian) must have signed - Release of Liability, Waiver of claims, assumption of risk and informed consent document prior to using the facilities.

Failure to follow the guidelines set out in regards to COVID-19 may result in termination of the contract for facility usage for the current season. Termination of the contract will be given after; One verbal warning and one written warning. If the usage contract is terminated, a refund will only be given on unused prepaid rentals – if they fall outside a 7-day notice. If it is one team in an organization – only the offending one team will lose the facility privileges.

User groups are responsible for contacting the facility if they have a suspected or actual outbreak of Coronavirus in their cohort group or team. All members that have been in contact with that team member will need to isolate for 14 days before returning to use the facility – providing they have no symptoms.

RENTAL CHARGES

The regular associated rental charges will apply for each organization if you have a block booking (one group using multiple ice times continuously in one day) part of your fee will be the resurfacing time between each ice resurfacing. The time left between each group for cleaning is the responsibility of the facility, so the user will not be charged for that time (15 minutes extra after each ice resurfacing before the next user is allowed in the facility). E.g. Saturday booking for 2-time slots 1:00 pm to 2:00 pm, then the ice will be resurfaced (15 minutes) – then an additional 15 minutes for cleaning. The next time slot would be 2:30 pm to 3:30 pm; the user group would pay for 2.25 hours