



North Star Arena – Coved -19 Operational Plan

Name of Business/Facility: North Star Arena

Civic Address: 22 Recreation Street, North Rustico

Manager Name: David Whitlock, Manager

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Date: August 17th, 2020

1. General Initiative

The following Operational Plan is created to ensure, to the greatest extent possible, the safety of our staff and patrons. This Plan is tentative in nature from the perspective that things may evolve, as Public Health advice and direction evolves, so will this plan. The plan will be evaluated in two/three week increments and will be updates as required.

2. Hours of Operation

- October 2020 – March 2021

Monday to Friday: 9am – 12am

Saturday: 6am -11pm

Sunday: 7am -12am

- Hours of operation due fluctuate on a daily / weekly basis.

3. Physical Distancing/ Regulation

a. Between Employees

- All assigned workstations shall be separated by a minimum of 2 meters (6 feet).
- Physical separation of 2 meters (6 feet) shall be maintained as much as reasonably possible.
- Internal traffic control markers and information signs will be posted throughout the facility (arrows marking direction of flow etc....).
- When moving throughout the facility, directional floor markings shall be adhered to.
- Personal protective equipment, face masks, gloves, etc. Will be provided to the employees as requested by them or required.
- All work stations will be equipped with hand sanitizer.
- Employees should wash their hands regularly throughout the day.
- All employees shall be responsible for cleaning and disinfecting there work areas.

b. Public/ Customers

- External and internal physical distancing signage will be installed.
- Directional and general information signage will be placed in appropriate areas.
- Physical distancing signs will be placed on the floor directing the flow of traffic and where people should be standing.
- Physical Barriers (plexi-glass) will be placed between reception and areas and the public where two meters of separation is not possible.
- Hand sanitizer stations will be placed at the entrance of the facility and at alternate locations throughout the facility.
- All teams and organizations... staff and players must have a mask on their person; mask wearing will be required in small area's such as dressing rooms , where physical distancing isn't possible.
- Entering the facility: Please be respectful of all persons when entering the facility. If you see someone using the stairs inside arena to warm room, please wait until the stairwell is clear before proceeding.
- Upon entering the arena, patrons shall immediately sanitize their hands – hand sanitizer will be provided at the main entrance of arena.
- In dressing room areas: Only handwashing and bathrooms usage. Showers will not be available for usage.
- All rentals / organizations are responsible for contact tracing purposes when using the facility , and they are to keep these records , in case needed .
- No Showers are available for usage in dressing rooms at this time.
- Please ensure physical distancing of 2 meters (6 feet) at all times, when possible ... while in facility. Please be respectful and stay apart as much as possible.

- All high traffic areas and high touch surfaces will be disinfected.
- The maximum capacity of the arena is 50, this number includes all teams / team staff, groups on and off ice. No fans or parents allowed in arena at this time. Guidelines will be re-evaluated bi-weekly/monthly and adjust as required by CPHO guidelines.
- Teams/players are asked to exit the arena in a quick, timely manner following their ice time, within a 15 time frame, to allow the next group to enter with minimal interaction. Please come no earlier than 20-30 mins before your scheduled ice time.
- Teams/Groups 13 years of age and under will be required to come dressed in their equipment to the arena for their scheduled ice time, they may use the dressing rooms to put on their skates/ helmet. All Teams/Groups 14 years of age and older will have access to dressing rooms, masks in dressing rooms will be mandatory.
- Smaller areas/rooms will have a sign posted with maximum allowed in at any one time, please be respectful and wait until it is your turn to enter that specific room.
- Please refrain from gathering in groups while inside the arena. When your ice time is over please exit the arena in a quick / timely fashion Please be mindful of others, which are waiting to use the facility.

Canteen Area	Plexi-glass will be installed to distance staff and customer, where 2 meter separation isn't possible.
Floor Signage throughout arena.	Floor signage will be clearly visible throughout the building promoting the flow of traffic to minimize interaction, as well as floor markings for physical distancing protocols.
Capacity signage	Smaller areas and rooms will have clear signage stating the capacity allowed in that particular area at one time. Please be respectful of others and follow these capacity guidelines.
Mask Signage	There may be certain areas of the arena where masks may be mandatory to enter a specific area or room. The signage for these areas will be clearly visible.

4. Policy for exclusion and employees requiring self – isolation

Prior to the beginning of each work day, every employee reporting to work must sign the designated form indicating generally, the following:

“ I declare by signing this form that I have not been outside of the Atlantic bubble within the last 14 days ad am not required to self-isolate according to the Prince Edward Island Chief Public Health Office “.

5. Illness/ Exclusion policy

- All staff must self-monitor for symptoms and report to the Manager if they have concerns about possible COVID-19 exposure or possible symptoms.
- Any staff member developing symptoms of COVID-19 at work must immediately perform hand hygiene, report to the manager, avoid contact with staff and leave as soon as it is safe to do so. The staff member is required to call 811 to arrange testing.
- Symptomatic staff will be required to self-isolate until tested for COVID-19 and results are confirmed.
- If the test results are negative for COVID -19 but the staff member remains ill and /or symptomatic they should remain on sick leave.
- Symptoms of COVID-19 include :
 - Cough (new or exacerbated chronic)
 - Headache
 - Fever/Chills
 - Sore Throat
 - Marked Fatigue
 - Sneezing
 - Congestion
 - Body Aches
 - Runny Nose.

6. Enhanced Cleaning and Disinfection of Shared Areas and Surfaces

Cleaning products remove visible soil and /dirt from surfaces

Disinfecting products are used to destroy bacteria and viruses.

Cleaning Product	Cleaning product : Epopure Neutral Cleaner <ul style="list-style-type: none">• Mixing instructions: 1.5 ounces per 1 gallon of water Javex (Bleach)
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	<ul style="list-style-type: none"> Mixing instructions: 1.5 ounces per 1 gallon of water.
Mixing instructions	Please see noted above.
Disinfecting Product	Javex and Hand Sanitizer (alcohol based)
Mixing Instructions	Javex 1.5 ounces per 1 gallon of water.

Cleaning- Location	Frequency		Disinfecting- Location	Frequency
Floors	Daily		Canteen area, Counter tops / Seating /Register/door handles etc.....	2-3x per day
Canteen Area	Daily		Telephone	After every use
Dressing rooms	2X per day		Stairwell	2-3x per day
Washrooms	2x per day		Washrooms	2-3xs per day or more depending on traffic.
Hospitality Room	Daily		Dressing Rooms	Disinfect seating /bathroom after every ice time usage.
Warm Rooms	Daily			

An inventory of all disinfectant and cleaning supplies will be listed .

7. Hand Washing /Sanitizer Stations

We must all do our part to prevent the spread of COVID-19. We know that practicing good hygiene is an essential part of preventing the spread of COVID-19. To protect yourself and others from getting sick, please take the following precautions:

- Wash your hand often (at a minimum of once every hour, and in addition to routine time such as after using the washroom, before eating etc....).
- Cough / Sneeze into your elbow or into a tissue and discard immediately.
- Avoid touching your eyes, nose and mouth with your hands.
- Use alcohol – based hand sanitizer if soap and water are not readily available (each work station will be provided with alcohol- based hand sanitizer.

Hand Washing Stations Locations

- Immediately upon entry (Signage will be posted)
- Public Washrooms
- Canteen Area
- Dressing Room / Washroom Areas
- All work station areas