

# BAYTEX RELAUNCH – ARENA & FIELD HOUSE

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## Guidelines:

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### Distancing Measures -

#### Staff/Staff contact:

- Staff members are always to maintain 2m (6ft) distancing from one another
- Where maintaining 2m (6ft) distancing is not possible, masks are to be worn by all staff members in proximity

#### Staff/Public contact:

- Installation of “Did you wash your hands?” signage in public washrooms, and “Practise Social Distancing” signage in the arena and fieldhouse.
- Stanchions will be utilized to indicate where patrons must stand to comply with social distancing when lining up at front desk
- Patron flow in and out of facility will be managed through “IN” and “OUT” specified doors & stanchion guidance
- Staff meeting with a member of the public should maintain 2m (6ft) distancing, where maintaining 2m (6ft) distancing is not possible, masks are to be worn by staff members in proximity
- Hand Sanitizer dispensers (6 units) have been installed in high traffic areas.
- Always avoid any physical contact with members of the public (i.e. handshakes, high fives etc.)
- Staff, gloves are to be worn when cleaning surfaces/areas used by public.
- Doors to rooms not accessible to the General Public (Zamboni & Storage Rooms) are to be closed and remain locked, this will include specific access for direction of users/participants. (Dressing/Change Rooms)

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### Cleaning – EP50 disinfectant spray, disinfectant wipes, or a combination of the two

- Specific Site/Area Maintenance Log Forms to be completed (Date, Time, Work Completed, & Initial)
  - Sanitize maintenance equipment/tools after each usage/change in user. (trucks, toolcat, Zamboni)
  - Sanitize maintenance of sporting equipment after each usage/change in field house (basketball nets, volleyball posts, pickleball net supports, soccer net frames)
  - Sanitize the handles/controls of the floor cleaning machine(s) after every use
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- Frequently clean and disinfect high touch/shared surfaces such as door handles, windows, hand railings, countertops, & garbage/recycle units (Washrooms and dressing rooms site specific as noted above)
- Sanitize surfaces, computer workstation, at end of each shift (Zamboni area, ice plant control, outside cover of breaker boxes, etc.)

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### Screening for Symptoms -

- Emphasize that anyone who is sick with cold-like symptoms such as cough, fever, runny nose, sore throat, or shortness of breath, MUST NOT be in the workplace
- Post notices to inform patrons that if they have/present symptoms they should not be allowed in the facility and should return home
- Contractors working within the facility MUST complete and sign a COVID screening and sign in/out form
- Town Staff from other facilities/departments MUST also sign in/out form

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### Personal Protective Equipment (PPE) –

- Masks are available to staff and should be worn when a spacing distance of 2m (6ft) cannot be maintained
- Gloves are to be worn during cleaning or maintenance of equipment
- Proper removal and disposal of gloves and masks must be followed at all times (discard masks and gloves in lined garbage immediately upon removal, do not reuse)

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### Responsibilities

- All staff are responsible for maintaining proper hygiene with frequent and thorough hand washing and use of hand sanitizer
- Everyone is to self monitor for COVID symptoms, no one is to be in the workplace if presenting symptoms or feeling unwell – no exceptions
- If you are unwell and experiencing COVID symptoms: Follow the Town of Peace River Sick Leave Policy for reporting to your Supervisor: “Employees who are unable to attend work due to an illness, injury or disability shall notify their immediate Supervisor as far in advance as possible and within the first 30 minutes the commencement

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of their scheduled shift at the latest.”

- Supervisors will report staff absences due to illness to Leanne Cottrell, HR Coordinator [lcottrell@peaceriver.ca](mailto:lcottrell@peaceriver.ca), on the day of the absence. HR will be tracking staff absences for the duration of the pandemic
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