

Town of Parry Sound

COVID-19 Addendum to Facility Rental Agreement

The Town of Parry Sound responded to the direction from our public health officials to first close municipal facilities and cease offering services, the municipality is now permitted to permit organized use and reopen the facilities and offer services to our community cautiously, with the safety of staff and the community being our priority. This includes permitting user groups access to our parks and recreational facilities, solely on the basis that COVID-19 precautions will be adhered to by any and all user groups and individual participants.

All park and field bookings and usage shall be in alignment with the Ontario Regulation 363/20, under the Reopening Ontario (A flexible Response to COVID-19), Act, 2020, as well as any other directives issued by the North Bay Parry Sound District Health Unit.

The Town cannot be certain that a person (of any age) will not contract COVID-19 at a town facility and/or while participating in a program, the requirement of COVID-19 Safety Plan(s) is in response to allow play in Town facilities while mitigating risk.

As the user group representative, you are required to review complete and submit the attached checklist and questionnaire for Town approval prior to being granted permission to use/rent any municipal facility. Groups are required to take steps to ensure that all attendees and participants act in accordance with the COVID-19 Safety plan.

What is Required

The following is to be provided to the Town of Parry Sound for approval prior to your organization/group being permitted in any Town facility.

1. **Facility Usage and Risk Mitigation Plan** (using this template)

- Complete the applicable sections below respective to your rental/use.

2. **COVID-19 Safety Plan Checklist**

3. **Supporting Resources or Documents**

- If applicable, please attach supporting documentation provided by your **Provincial or National** organizations that you are using or adopting as Guidelines.

All groups are required to complete and submit the checklist to the Manager of Parks and Recreation for approval, prior to being granted permission to rent or use any municipal recreation facility or space. This checklist/plan will form an essential component of your rental agreement/contract.

Facility Usage and Risk Mitigation Plan

1. Active Screening:

Outline how your group proposed to address the following?

- Actively screen individuals who participate in team sports prior to engaging in sport.
- Record the name and contact information of every member of the public who is in attendance for the purpose of the booking.
- Maintain the records for a period of at least one month.
- Only disclose the records to a medical officer of health or an inspector under the Health Protection and Promotion Act as required by law.

2. Cleaning & Sanitization

How will you maintain cleanliness and sanitization during your rental? Examples may include:

- Outlawing shared equipment/materials among the group
- Sanitizing equipment between individual usage

Outline what you will do to ensure a clean and sanitized environment during your rental/event:

3. Public Health Directives

How will your group comply with the Provincial Health directives during your rental?

- Physical distancing while not engaged in sport. How will your group ensure physical distancing is maintained by spectators and attendees pre and post game?

Outline what your group will do to follow the Public Health directives:

4. Personal Protective Equipment

What personal protective equipment (PPE) will you require your group to use?

Examples include:

- Face mask, face shield
- Disposable gloves

Outline what PPE will be used by your group:

5. Other

Indicate what other measures you will implement to mitigate the risk of transmission during your rental:

COVID-19 Safety Plan Checklist

- We have received and reviewed the Municipal COVID-19 Safety Plan. We understand that before we are permitted to play on or in municipal recreation spaces, this Safety Plan Checklist must be fully completed by the renter, and then submitted and approved by the Municipality.
- We understand that failure to adhere to the safety plan could result in the removal of access to municipal spaces.
- We confirm that our group will not exceed the maximum capacity for the facility
- We have identified and have a mitigation plan for areas where people gather and have a plan to minimize risk/exposure.
- We have identified situations and processes where individuals are close to one another or members of the public and have a plan to minimize risk/exposure.
- We have identified the equipment that may be shared by individuals and have a plan to minimize risk/exposure.
- We have identified surfaces that people touch often and have a plan to minimize risk/exposure.
- We have communicated to the attendees, players, coaches, parents, and all individuals associated with our group the Facility Usage and Risk Mitigation Plan attached.
- Anyone exhibiting symptoms of COVID-19 within the last 14 days will not be permitted to enter the facility. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat and new muscle aches or headaches.
- Anyone who has been instructed by public health to isolate or has arrived from outside of Canada or had contact with a confirmed COVID-19 case within the last 14 days will be encouraged not to attend the rental.

Organization Name	
Contact Name	
Email	
Phone	
Date Submitted	
Date Approved	
Approved by	