



# COVID-19 OPERATIONAL PLAN

## Veterans Memorial Arena

Village of Belledune  
COVID-19 Operational Plan  
Version 1.4  
Effective August 20, 2020





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## BACKGROUND AND PURPOSE

As the Government of New Brunswick moves into recovery for COVID-19, it is critical that public health measures are followed to reduce the risk impact of further waves of COVID-19 to the public and to progress towards a 'new normal'. Some services will open sooner than others, depending on level of risk and potential negative impact. A gradual lifting of restrictions, while watching closely for any resurgence, is the best way to protect community health.

During the recovery phase, it is important to understand that this is not business as usual, and that the directives and advice outlined in this document will remain in place until the risk is effectively controlled, which may include availability of specific COVID-19 treatments or vaccine, depending upon how the situation of COVID-19 evolves.

This Operational Plan has been prepared according to the requirement set out by the Province of New Brunswick. An Operational Plan will address public health measures during the COVID-19 recovery in New Brunswick, and outline how daily operations will be managed to meet the additional measures recommended by health officials. An Operational Plan should specifically address physical distancing, cleaning and disinfecting, staying home when sick, hand and respiratory hygiene, and community face masks. This plan is to be reviewed, at minimum, once per month. All employees should read and understand this document.

## CODE OF PRACTICES

The health and safety of employees and residents is the top priority of the Village of Belledune. The following Code of Practices will be implemented at each facility operated by the municipality, unless stated otherwise. A Risk Assessment has been performed at each municipal facility.

### Physical Distancing

- **The most effective way to prevent the spread of COVID-19 is to ensure employees and customers practise physical distancing.** This requires maintaining at least 2 metres of separation between employees, customers, and visitors.
- Physical distancing of 2 meters between individuals will be maintained at all facilities.
- Gatherings of no more than 50 people, while maintaining a 2 meter distance.
- Cautionary signage will be added in any required facility, advising the public of physical distancing in each facility.
- Cautionary barriers will be installed in any required facility.
- Employees will maintain physical distancing at all times, with no more than 2 people in an office or enclosed area.
- Staggered lunchroom schedules will be established for each applicable facility, ensuring social distancing is maintained.

### Cleaning and Disinfecting

- All employees will be encouraged to clean and disinfect their respective workplaces at a minimum twice per day, or more as required. Common and shared surfaces such as countertops, chairs, light switches, public washroom components, door handles and railings should be identified as areas to be disinfected regularly.
- Any facility that currently receives cleaning on a daily, weekly or monthly schedule will continue to have this schedule maintained, with subsidiary cleaning being added as required.



- Employees will use disposable gloves when cleaning surfaces.
- A list of cleaning and disinfectant products should be maintained on record by all facilities.
- A cleaning log is encouraged to be maintained by all facilities.

### **Staying Home When Sick**

- When applicable, any employee who has the capability of working remotely will be encouraged to do so when experiencing any 2 or more of the following symptoms;
  - Fever above 38 degrees Celsius
  - Coughing
  - Sore Throat
  - Runny Nose
  - Headache
  - Onset of Fatigue
  - Onset of Muscle Pain
  - Diarrhea
  - Diminished sense of smell
  - Diminished sense of taste
- Any employee developing 2 or more of these symptoms while working must immediately notify their supervisor or manager, and leave the workplace when appropriate. Employees are encouraged to dial 811 for instructions when displaying any 2 or more of these symptoms. If an employee arrives to work and is found to be displaying any two or more symptoms at the beginning of their shift, they will be asked to stay home and self-monitor until the symptoms have passed.
- If symptoms are displayed by an employee which the employee feels are unrelated to COVID-19, the employee is encouraged to communicate this with their supervisor or manager. For example, if an employee experiences seasonal allergies that result in similar symptoms outlined above, this information needs to be communicated to their supervisor or manager.

### **Hand Hygiene and Respiratory Etiquette**

- All employees are encouraged to follow the hand washing procedures as outlined below by the Public Health Agency of Canada.



## REDUCE THE SPREAD OF COVID-19. WASH YOUR HANDS.

**1**  
Wet hands with warm water

**2**  
Apply soap

**3**  
For at least 20 seconds, make sure to wash:

**4**  
Rinse well

**5**  
Dry hands well with paper towel

**6**  
Turn off tap using paper towel

palm and back of each hand

between fingers

under nails

thumbs

1-833-784-4397

@canada.ca/coronavirus

Public Health / Agence de la santé  
Agency of Canada / publique du Canada

Canada

- All employees are asked to wash their hands frequently with soap and water. If hand washing facilities are not available, clean your hands with an alcohol-based sanitizer. Please refrain from shaking hands.
- Employees should avoid touching their eyes, nose or mouth when possible.
- Concerning respiratory etiquette, employees should cover their mouth and nose with a tissue when coughing or sneezing. Alternatively, cough or sneeze into your arm/elbow. Discard your tissue into the regular garbage. Avoid coughing or sneezing into your hand, and be sure to following the hand washing outlined above if this happens.

### Community Face Masks

- Use of face masks by employees will be encouraged when social distancing is not possible.
- Additional precautionary situations when a face mask may be preferred will be at the discretion of staff and public. This is subject to change based on mandates of the Province of New Brunswick. It should be noted that at this time, WorkSafeNB is indicating that it is not necessary to wear an N95 respirator or a face mask if you are well and not exhibiting any symptoms.
- Effective October 9, 2020, masks will be mandatory in all publicly accessible buildings in New Brunswick.

### Signage

- Recommended signage addressing proper hand hygiene, respiratory hygiene, and physical



## Protect yourself and others from getting sick:



Wash your hands often with soap or hand sanitizer.



Elbow cough/ sneeze



Avoid touching eyes, nose, mouth with hands.



Cleaning surfaces properly



Cough in tissues and throw away



Stay home if you are sick



Avoid contact with sick person



Physical Distancing

distancing will be posted in appropriate areas throughout all facilities. Wherever required, signage indicating where customers or citizens need to stand will be posted on floors or walls as needed.

### Operational Plan Contact

For additions or modifications to this plan, please contact:

Landon Lee  
Chief Administrative Officer  
506-522-3703  
[lee@belledune.com](mailto:lee@belledune.com)

### ACTIVE AND PASSIVE SCREENING

The following Passive Screening Questionnaire has been developed and will be encouraged to be used by all facilities. When this screening tool is utilized, employees must record the date and time that the questionnaire was taken. **Active Screening** follows the same protocol as Passive Screening, with the exception of the subject's temperature being taken and recorded. Active Screening is required in all instances when the 2-meter physical distancing can not be maintained. 6



1. Do you have any of the following symptoms: Fever/feverish, sore throat, headache, runny nose, new or worsening chronic cough, new onset fatigue or muscle ache, diarrhea, loss of taste or loss of smell; in children, purple markings on the fingers or toes?

If you answered YES, and have ONLY ONE symptom, you may phone 811 to discuss COVID-19 testing, but you do not need to self-isolate. As a precaution, please self-monitor for onset of additional symptoms that may develop.

If you answered YES, and have 2 OR MORE of the symptoms, then self-isolate at home, and call 811.

2. If you answer YES to ANY of the following below, then you must stay home and self-isolate for 14 days. If you develop symptoms, please refer to the self- assessment link on the Government of New Brunswick webpage.
  - a) Have you had close contact within the last 14 days with a confirmed case of COVID-19?
  - b) Have you been diagnosed with COVID-19 within the past 14 days?
  - c) Have you returned from travel outside of Newfoundland and Labrador, New Brunswick, Prince Edward Island and Nova Scotia within the last 14 days (If for work purposes, you are not required to self-isolate upon return, but should self-monitor for symptoms)?
  - d) You have been told by public health that you may have been exposed to COVID-19.

Follow Public Health advice if you are waiting for testing results for COVID-19 or have been told to self-isolate. If you develop symptoms, please refer to the self-assessment link on the Government of New Brunswick webpage.

- Each facility that has employees who cannot maintain the 2 meter social distancing measures are required to perform the **Active Screening** protocol, and maintain the record for each employee beginning their shift.

## OPERATIONAL PLAN- VETERANS MEMORIAL ARENA

Operations taking place at the Veterans Memorial Arena will adhere to all components of the Code of Practices section detailed above. In addition to the Code of Practices, the Veterans Memorial Arena will also comply with the additional points listed below. **The following applies when the Village of Belledune is in the YELLOW recovery phase.**

### Definitions

- **Event Organizer**- the person, association or entity that books the ice rental. The Event Organizer will be provided with a copy of the most recent Operational Plan, and is responsible for follow the protocols outlined in it.
- **Participant**- anyone utilizing the field of play, benches, or scorekeeping box. ie: hockey player, coach, manager, trainer, referee, figure skater, public skater, etc.
- **Spectator**- any non-participant who attends the event for viewing only.
- **COVID Liaison**- the person designated by the Event Organizer to aide in contract tracing, when applicable.

### Mandatory Masks

- Effective October 9, 2020, masks are required in all public buildings. Arena employees are



- required to wear masks at all times, with the exception of when they are in the Arena Office.
- Participants are required to wear masks when in any public areas, including in the dressing rooms.
- When spectators are present in the Veterans Memorial Arena, it is the responsibility of the event organizer to ensure and enforce that spectators are wearing their masks at all times. If the event organizer fails to enforce this, future bookings will be cancelled.

### **Additional Signage**

- Signage specific to the Provincial mandates concerning social gatherings and social distancing will be posted at the arena.
- Signage will also be posted in the following areas;
  - Exterior arena door
  - Interior ticket window
  - Spectator standing area (cold area)
  - Spectator seating area (warm area)
  - All washrooms
  - All dressing rooms and showers
  - Ice surface Entry and Exit gates

### **Contact Tracing**

- For organized sports, the event organizer is accountable for assigning a COVID Liaison who will be responsible for collecting the contact tracing information for spectators. The COVID Liaison should also ensure that all incoming spectators wear masks at all times.
- **Due to social distancing restrictions at the Veterans Memorial Arena, only two (2) spectators per participant are permitted to access to the facility.**
- For recreational events, any visitor, spectator or guest (non-participant) entering the Veterans Memorial Arena must sign their name and contact information on the provided Sign-In Sheet. Signing of the sheet acknowledges the person has read all posted signage, understands the current guidelines in place, and has self-diagnosed themselves using the Passive Screening Questionnaire.
- At the end of each shift, the arena employee is responsible for collecting the Sign-In sheet and accumulating the sheets in a long-term, contact tracing record log.

### **Participant Records**

- The event organizer of any event at the arena, or their designate, will be responsible for recording the name and contact information of each participant at their event. Participants include anyone utilizing the field of play, benches, or scorekeeping box. ie: hockey player, coach, manager, trainer, referee, figure skater, etc.
- At the end of each event, the event organizer is responsible for providing the list of all participants to the arena employee. The arena employee is responsible for accumulating the Participant Logs sheets in a long-term, contact tracing record log.

### **Public Skating Records**



- Any Public Skating participant entering the Veterans Memorial Arena must sign their name and contact information on the provided Sign-In Sheet. Signing of the sheet acknowledges the person has read all posted signage and understands the current guidelines in place.
- At the end of each booking, the arena employee is responsible for collecting the Sign-In sheet and accumulating the sheets in a long-term, contact tracing record log.

### **Figure Skating Records and Suspected Cases**

- The event organizer of any Figure Skating event at the arena, or their designate, will be responsible for recording the name and contact information of each participant at their event.
- If a participant develops symptoms while at the arena, the affected person will:
  - Keep their mask on and go directly to the assigned isolation room (ticket booth) located at the main arena entrance.
  - The participant will be asked to prepare to immediately leave. If a parent is not present, the participant will remain in the isolated room while waiting for a parent to arrive.
  - The arena employee will be notified of the symptomatic participant.

### **Additional Physical Distancing**

- Dressing rooms at the Veterans Memorial Arena will be marked with designated areas for participants to sit. Seating locations will be spaced 2 meters apart. A maximum number of participants will be permitted in each dressing room. Effective October 9, 2020, masks are required in all public buildings. In dressing rooms, seating locations can be spaced 1 meter apart while masks are being worn.
- Seating in the spectator seating area (warm area) will be limited to seats that allow for adequate social distancing. All other seats will be closed for public use.
- In the spectator standing area (cold area), designated standing locations for spectators will be installed on the floor. In the spectator seating area (cold area), signage will be posted requesting that all visitors, spectators or guests respect social distancing guidelines.

### **Traffic Flow**

- With the small proximity of the dressing room hallways, social distancing can become an issue. Directional arrows have been installed on the floor to guide participants to the dressing rooms, as well as guiding participants in a circular pattern out of the dressing rooms and to the exit of the arena.
- “Enter” and “Exit” signs have been posted on each gate that leads from the dressing rooms to the ice surface. Participants are to enter the ice surface using the Northern gate, and exit using the Southern gate.

### **General Arena Administration**

- When taking registrations, the Recreation and Wellness Coordinator should try to identify the number of participants attending the event. By doing this, it will allow for the arena employee to properly organize the required dressing rooms.
- When taking registrations, the Recreation and Wellness Coordinator must notify the organizer of the event of their responsibilities around collecting the participant log information. For organized sports, the event organizer must be made aware that it is their



- responsibility to assign a COVID Liaison to collect spectator contact tracing information.
- Any player, coach, participant or guest are advised not to attend ice times if they are ill, or displaying any 2 or more of the following symptoms;
  - Fever above 38 degrees Celsius
  - Coughing
  - Sore Throat
  - Runny Nose
  - Headache
  - Onset of Fatigue
  - Onset of Muscle Pain
  - Diarrhea
  - Diminished sense of smell
  - Diminished sense of taste
- Participants for any event will be encouraged to arrive no earlier than 30 minutes prior to the ice time. Participants will be encouraged to vacate the dressing rooms no later than 30 minutes after their ice time. This window will allow for arena staff to adequately disinfect and prepare for following ice times.
- Participants are encouraged to utilize full facial shields while on the ice.
- Participants are to be mindful and abstain from spitting.
- Participants are encouraged to use individual water bottles.
- Public washrooms will remain open to the public.

### **Arena Showers**

- At this time, showers will not be made available to participants.

### **Additional Disinfecting**

- Arena employees must wear gloves while disinfecting.
- After each booking, arena employees must disinfect the following common surfaces in each dressing room; door handles, light switches, benches, sink faucets, sink, toilet handles.
- After each booking, arena employees must disinfect the shower facilities.
- Public washrooms must be disinfected every 2 hours on each shift.

### **Handling of Money**

- Use of electronic payment devices (debit machine) are preferred whenever possible.
- The handheld unit will be wiped down before and after an individual uses it.
- Participants will be provided with envelopes for inserting cash, and a lockbox will be installed to allow for cash to be delivered to the arena office without direct contact.
- If staff are required to handle cash directly from participants, staff will wear gloves when handling money.
- Regular handwashing and/or use of hand sanitizer will be required after each transaction.

### **Arena Canteen**

- At this time, the arena canteen will not be permitted to open.

**The following applies when the Village of Belledune is in the **ORANGE** recovery phase.**



- During the Orange recovery phase, the Veterans Memorial Arena will be closed to the public.

## **OPERATIONAL PLAN REVISION DATES**

Version 1.0- August 20, 2020  
Version 1.1- October 9, 2020  
Version 1.2- November 5, 2020  
Version 1.3- November 10, 2020  
Version 1.4- November 24, 2020

## **ADDITIONAL RESOURCES**

WorkSafeNB: [www.worksafenb.ca](http://www.worksafenb.ca)

Government of New Brunswick: <https://www2.gnb.ca/content/gnb/en.html>

GNB Office of the Chief Medical Officer of Health: [https://www2.gnb.ca/content/gnb/en/departments/ocmoh/cdc/content/respiratory\\_diseases/coronavirus.html](https://www2.gnb.ca/content/gnb/en/departments/ocmoh/cdc/content/respiratory_diseases/coronavirus.html)

GNB COVID-19: <https://www2.gnb.ca/content/gnb/en/corporate/promo/covid-19.html>

GNB COVID-19 Collection of Names and Contact Information: [https://www2.gnb.ca/content/dam/gnb/Departments/eco-bce/Promo/covid-19/information\\_collection-e.pdf](https://www2.gnb.ca/content/dam/gnb/Departments/eco-bce/Promo/covid-19/information_collection-e.pdf)

GNB COVID-19 Screening:  
<https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/ScreeningEF.pdf>

Tourism, Heritage & Culture – Sport & Recreation Branch FAQ:  
<https://www2.gnb.ca/content/dam/gnb/Departments/thc-tpc/pdf/SportRecreation-SportLoisirs/Covid-19-Frequently-Asked-Questions.pdf>



# COVID-19 PREVENTION

<b>COVER COUGHS AND SNEEZES</b>  Cover your mouth and nose with a tissue, or use the inside of your elbow.	<b>WASH HANDS OFTEN</b>  Use soap and warm water for at least 20 seconds.
<b>AVOID CLOSE CONTACT</b>  The CDC recommends to keep a minimum distance of 6ft between yourself and others.	<b>AVOID TOUCHING YOUR FACE</b>  Avoid touching your eyes, nose, and mouth. If you do, wash your hands or use a hand sanitizer that contains at least 60% alcohol.
<b>CLEAN AND DISINFECT</b>  Clean and disinfect frequently touched surfaces daily. Use detergent or soap and water prior to disinfection.	<b>STAY HOME IF YOU ARE SICK</b>  Stay home: Do not leave, except to get medical care. Do not visit public areas.



  
**6**  
Turn off tap using paper towel

  
thumbs

  
Come as much as possible and if needed to leave use practice social distancing (approximately 2 m)

al-based sanitizer and water available

**Canada**



SYMPTOMS	IF YOU HAVE SYMPTOMS
<p>Symptoms of COVID-19 may be very mild or more serious and may take up to 14 days to appear after exposure to the virus.</p> <p> <b>FEVER</b> (greater or equal to 38°C)</p> <p> <b>COUGH</b></p> <p> <b>DIFFICULTY BREATHING</b></p>	<p> Isolate at home to avoid spreading illness to others.</p> <p> Avoid visits with older adults, or those with medical conditions. They are at higher risk of developing serious illness.</p> <hr/> <p> Call ahead before you visit a health care professional or call your local public health authority.</p> <p> If your symptoms get worse, contact your health care provider or public health authority right away and follow their instructions.</p>

**FOR INFORMATION ON COVID-19:**  
☎ 1-833-784-4397    @ [canada.ca/coronavirus](https://canada.ca/coronavirus)

## HOW TO PUT ON YOUR MASK

It is important to understand that community masks have limitations and need to be used safely.

- 

1 Ensure the face covering is clean and dry.
- 

2 Before putting on your mask, wash your hands with soap and water for at least 20 seconds or use alcohol-based hand sanitizer.
- 

3 Ensure your hair is away from your face. Secure the elastic loops of the mask around your ears. If your mask has strings, tie them securely, ensuring your mask fits snug on your face.
- 

4 Cover your mouth and nose with the mask and make sure there are no gaps between your face and the mask.
- 

5 Do not touch the front of the mask while you wear it. Wash your hands with soap and water for at least 20 seconds or use alcohol-based hand sanitizer if you accidentally touch your mask.



## USE HAND SANITIZER

## UTILISEZ UN DÉSINFECTANT POUR LES MAINS

PROTECT YOURSELF AND OTHERS FROM GETTING SICK

MESURES À PRENDRE POUR ÉVITER D'ÊTRE MALADE ET QUE D'AUTRES PERSONNES SOIENT MALADES

When soap and water are not available, do the following:

Lorsque vous n'avez pas accès à du savon et de l'eau, faites comme suit :

1

Dispense gel into hands.  
*Verser du désinfectant dans la main.*



2

Rub together.  
*Frotter les mains ensemble.*



3

Rub hands until dry.  
*Frotter les mains jusqu'à ce qu'elles soient sèches.*



## How to Self-Isolate



You have been asked to isolate yourself because you have been diagnosed with COVID-19 or are waiting to hear the results of a lab test for COVID-19. Self-isolation means staying at home and avoiding contact with other people to help prevent the spread of disease to others in your home and your community.

For the time period given to you by Public Health or your health care provider, it is expected that you take the following measures:

### Limit contact with others

- Do not leave home unless absolutely necessary, such as to seek medical care.
- Do not go to school, work, other public areas or use public transportation (e.g., buses, taxis).
- Avoid contact with individuals with chronic conditions, compromised immune systems and older adults.
- Stay in a separate room and use a separate bathroom if possible.
- Keep at least two meters between yourself and other people.
- Keep interactions brief and wear a mask.



### Keep your hands clean

- Wash your hands often with soap and water for at least 20 seconds, and dry with disposable paper towels or dry reusable towel, replacing it when it becomes wet.
- Avoid touching your eyes, nose and mouth.
- Cough/sneeze into the band of your arm, not your hand, or into a tissue. Dispose of tissues in a lined waste container.



### Avoid contaminating common items and surfaces:

- Do not share personal items with others, such as toothbrushes, towels, bed linen, utensils or electronic devices.
- At least once daily, clean and disinfect surfaces that you touch often, like toilets, bedside tables, doorknobs, phones and television remotes.
- Put the lid of the toilet down before flushing.



For the latest information visit: [www.gnb.ca/coronavirus](http://www.gnb.ca/coronavirus)







### Monitor your symptoms daily:

- ☼ Monitor your health and symptoms daily.



Fever above 38 degrees Celsius



A new cough, or worsening chronic cough



Difficulty breathing



Runny nose



Sore throat



Headache



A new onset of fatigue



A new onset of muscle pain



Diarrhea



Loss of sense of taste



Loss of sense of smell



In children, purple markings on the fingers and toes

- ☼ Record your temperature daily.

- ☼ If you develop symptoms or your symptoms get worse, immediately contact Tele-care 811.

### Care for yourself:

- ☼ Get some rest, eat a balanced diet and nutritious food, and stay hydrated with fluids like water.
- ☼ Stay in touch with family and friends by phone or computer.
- ☼ Make alternative work/study arrangements where possible.



**If you start having symptoms isolate yourself from others as quickly as possible. Immediately CALL TELECARE-811. Describe your symptoms and travel history. They will provide advice on what you should do.**

May 5th, 2020

For the latest information visit: [www.gnb.ca/coronavirus](http://www.gnb.ca/coronavirus)

New Brunswick  
Brunswick