



INDOOR RECREATION CHECKLIST

SAFE RETURN TO BUSINESS



WINDSOR-ESSEX REGIONAL
Chamber of Commerce

For more detailed recommendations and links to additional helpful resources, please review the **“Safe Return to Business: A Public Health Toolkit for the Windsor-Essex Business Community”** document from the Windsor-Essex County Health Unit. *This checklist is meant to be a guide for businesses and should not take place of any legal advice or rules put in place by any governing body or legislation.*

This guidance is intended for facilities where sports and recreational fitness activities take place, including gymnasiums, health clubs, community centres, multi-purpose facilities, arenas, exercise studios, yoga and dance studios, and other fitness facilities.

Please Note: Based on the space available, facilities may adopt their own protocols that are more restrictive than the provincial guidance.

Stay updated on the latest federal actions, current provincial restrictions, and local orders by visiting WECHU’s **Restrictions & Guidance webpage** and visit WECHU’s **Workplace Specific Webpage** to find other Safe Return to Business Checklists, including recreational sports, providing specific guidance to minimize the spread of COVID-19.

***This document is subject to change and is current as of October 1, 2020*

COMMUNICATION TO RECREATION/SPORTS PARTICIPANTS

- Inform athletes, parents/guardians, coaches, volunteers, facility staff, officials, and spectators about your restart timeline and changes to how the indoor recreational facility will organize sport and recreation activities. Use as many methods of communication as possible, such as subscribed email lists, direct customer phone calls for urgent matters, social media, and your website.
- Encourage athletes, parents/guardians, coaches, volunteers, facility staff, officials, and spectators to download the **COVID-19 Alert App** so that they may receive notifications if they were in close contact with someone who was tested positive for COVID-19.
- Post signage and display **posters** at entrances and throughout the facility that clearly communicate the required procedures for physical distancing while engaging in sporting activities. Signage should also communicate other procedures such as **hand hygiene, respiratory (cough and sneeze) etiquette**, wearing of face coverings, and/or screening for COVID-19 symptoms.

- Displaying “**Stand Here**” and “**Do Not Enter...If You Are Sick**” signage can serve as important components of a broader communication strategy to minimize the risk of COVID-19 spread between employees, staff, and customers. The two signs noted above (i.e., floor sticker and window cling) are available in English in limited supply by completing the “**Business Reopening Signage Order Form**.”
- Use directional markings such as instructional tape/stickers to direct the movement of athletes, parents/guardians, coaches, volunteers, facility staff, officials, and spectators from the parking lot through to the designated recreational areas within the facility. Examples of signage can be found in Appendix B in the **Toolkit** or the **Resources & Signage** section of the WECHU website.
- Ensure athletes, parents/guardians, coaches, volunteers, facility staff, officials, and spectators are aware of common **COVID-19 symptoms** and instruct them to complete a daily **COVID-19 self-assessment** before working/attending any sporting activities at your facility. It should be made clear that anyone who is sick must remain at home for the safety of others.
- Provide training to athletes, parents/guardians, coaches, volunteers, facility staff, officials, and spectators on effective **hand hygiene practices** and if required, the **proper way to put on and remove PPE** such as masks.

POLICIES AND PROCEDURES

- Create policies and procedures that outline the roles and responsibilities of the employer, employees, sports participants/teams, officials, and leagues including **cleaning and disinfection of the facility** and sports equipment, how to report signs of illnesses, how to handle potentially high levels of absenteeism, return to work or play after COVID-19 illness, and how work or training sessions will be scheduled.
- Create a response plan to handle an athlete, parent/guardian, coach, volunteer, facility staff, official, or spectator who becomes ill while at your indoor recreational facility.
- Decide which facility staff along with coaches and volunteers will be returning, and what roles and responsibilities they will be assigned. Consider staggering the time and return dates for players to minimize large groups using the facility at the same time.

HEALTH AND SAFETY CONSIDERATIONS

- Order an adequate supply of **approved** disinfecting solution or wipes, hand rub (hand sanitizer) with a minimum of 60% alcohol content, liquid hand soap, and paper towels. These should be easily accessible to athletes, parents/guardians, coaches, volunteers, staff, officials, and spectators at the facility.
- If a facility has been shut down for an extended period of time, it is important to perform a general building inspection that includes:
 - Security system checks.
 - First aid supply checks.

- Ensuring all tools and equipment are in good working order.
- Discarding any expired or spoiled inventory.
- Checking for evidence of pest/rodent infestation such as droppings.
- Checking the HVAC system to ensure it is in good working order and replace filters if necessary.
- Flushing all drinking water taps for at least 5 minutes.
- Performing a deep cleaning and disinfection throughout the business.
- Complete any needed modifications in areas where there will be potential interaction between facility staff, athletes, parents/guardians, coaches, volunteers, staff, officials, or spectators in your facility, to minimize the risk of COVID-19 spread by:
 - Installing Plexiglas protection panels/shields or other barriers at the registration desk and/or between workers who must work in close proximity to each other.
 - Replacing fabric/plush furniture with hard surfaces that can be easily cleaned and disinfected and ensuring that seating is spaced by at least 2 metres.
 - Considering the use of parking lot traffic flow controls, physical distancing markers, and directional signs to guide athletes, parents/guardians, coaches, volunteers, facility staff, officials, and spectators from the parking lot into the designated areas of the facility.
 - Providing additional lined garbage bins for safe disposal of used PPE, tissues, and paper towels.
- Choose your information sources wisely. Check with your respective sporting association/governing body and the [WECHU website](#) regularly for updates and helpful resources. Monitor news from your municipality and the Government of Ontario for the latest credible updates.
- If required, order [supplies](#) such as face coverings (e.g., disposable or reusable masks) and provide to athletes, parents/guardians, coaches, volunteers, officials, and staff. The use of medical masks should be avoided unless otherwise indicated. Print and display posters providing instructions on [proper usage](#).

OTHER REQUIREMENTS AND RECOMMENDATIONS

- Facilities for sports and recreational activities, such as gymnasiums, community centres, multi-purpose facilities, arenas, and other fitness facilities, may open for sports and recreational training and games if they comply with the following conditions:
 - Every person who engages in sports or a recreational fitness activity at the facility, other than a team sport, must maintain a physical distance of at least two metres from every other person at all times during the activity.
 - The total number of individuals of the public permitted to use indoor facilities for recreation at any one time must be limited to the number that can safely maintain a

physical distance of at least two metres from other persons in the facility, and in any event must not exceed 50 persons **per room**.

- The number of spectators attending indoor sporting events must be limited to a maximum of 50 people, with necessary measures implemented for physical distancing. Ensure compliance with maximum gathering limits and monitor the restrictions as they continue to change. Assigned seating is recommended whenever possible.
- Team sports may only be practised or played within the facility if they do not allow for physical contact between players or if they have been modified to avoid physical contact between the players.
- Organized team sports that are practised or played by players in a league may only be practised or played within the facility if the league either:
 - Contains no more than 50 players and does not permit its teams to play against teams outside of the league; or,
 - Divides its teams into groups of 50 or fewer players and does not permit teams in different groups to play against one another or against teams outside of the league.
- Staggering schedules for the use of all the amenities in the facility (e.g., workout areas, classes, rinks, courts, spectator viewing) to support patron flow and physical distancing in common areas (e.g., entrances, exits, stairwells, elevators). This also includes amenities that are part of a community centre, multi-purpose facility, or other complexes with multiple uses that are not for sport and recreational fitness. Ensure that once the activity is completed, patrons exit the facility promptly.
- Enough time should be allocated to allow for the cleaning and disinfecting of sport and recreational fitness areas and equipment at established intervals (i.e., between bookings).
- Post signs to inform customers of the maximum occupancy for areas or rooms (e.g., locker rooms, showers, washrooms) in your facility. When determining occupancy levels, the number of people permitted in a space at any one time should be limited to the number of people that can safely maintain physical distancing of at least two metres.
- Use online forms to register players for recreation/sport programs/leagues to reduce potential gatherings at club or league office. The use of paper registration forms should be avoided wherever possible.
- Sports clubs and leagues should keep a daily attendance tracker for all their practices and training sessions and games. This tracker should include the date, time, and names and contact information for all players, coaches, officials, and staff in attendance. This will need to be provided to the Health Unit if requested for contact tracing purposes.
- Training sessions and games must follow the recommended guidance for number of attendees, including players, coaches, volunteers, officials, and parents/guardians as per the direction from the Government of Ontario, Municipality, and the Windsor-Essex County Health Unit.

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- Locker rooms, change rooms, showers, and clubhouses may reopen, provided they are cleaned and disinfected between each game or practice session. These areas should be set up in such a way that they can ensure physical distancing of at least 2 metres for all users.
- Athletes, parents/guardians, coaches, volunteers, facility staffs, officials, or spectators, must NOT drink directly from any water fountain. Instead, bring a water bottle for refills. Water bottles must not be shared under any circumstance.
- If possible, athletes, coaches, officials, and volunteers should be advised to arrive dressed with the appropriate attire, and ready to join the training session, or game without the need to access changing rooms unless necessary.
- Ensure that all players, coaches, and officials have vacated the facility area of play before the participants involved in the next training session or game arrive, in order to minimize contact and interactions.
- Ensure there is adequate time between each individual or group training session/game to allow for proper cleaning and disinfection of the objects, equipment, and surfaces in the shared space following any recreational or sporting activities.
- Clean and disinfect frequently touched objects and surfaces (e.g., door handles, gate latches), maintenance equipment, and shared sports equipment (e.g., balls, nets, racquets, brooms, curling rocks, bars, rings, poles, weights). Facility staff, coaches or volunteers must clean and disinfect all shared and personal equipment using **approved disinfecting solution or wipes**, swabs or towels, before and immediately after each training session.
- Equipment should be cleaned only at the facility, and not at home. Athletes, coaches, and officials should be instructed that once home, they should wash their clothing for sports separately from the other household items.
- Activities that require the use of equipment or fixed structures at the facility that cannot be properly cleaned and disinfected between each use, should be suspended.
- Consider having only one parent/guardian accompany their child to recreational facility for training and do not carpool unless with members from the same household.
- Communicate to athletes, parents/guardians, coaches, volunteers, officials, and staff that spitting of any kind (e.g., saliva, water, sunflower seeds, tobacco) will not be permitted on the premises.
- Avoid pre or post game rituals such as handshakes or high-fiving before, during, or after training. Team huddles and group celebrations are not allowed.
- Encourage the use of headbands, wrist bands, and towels for wiping sweat from the face to help reduce the amount of times players touch their face during the training session.
- Individuals with underlying medical conditions, older adults over the age of 70, and others at high risk of complications from COVID-19 (i.e., those with chronic health conditions) should be discouraged from participating in any team sporting activities. Municipalities or sport clubs should consider offering different times for these individuals to practice or train at the indoor recreational facility.

SPECIFIC RECOMMENDATIONS BY SPORT

Sport teams and leagues planning to resume activities should first refer to the Government of Ontario's guidelines, restrictions, and criteria detailed in **Stage 3** of the provincial re-opening plan to determine the extent in which they are allowed to restart operations. Local municipalities and the Windsor-Essex County Health Unit may also have additional requirements to minimize the risk of COVID-19 spread between those involved in team sports (i.e., players, coaches, officials, parents, fans) and staff of recreational facilities.

For additional comprehensive guidance, recommendations, and best practices specific to your sport, check with your provincial and national sport associations or governing bodies. Before resuming restricted activities, each sport team or league is responsible for developing their own formal protocols to inform how athletes, parents/guardians, coaches, volunteers, officials, and facility staff will be kept safe. Your provincial or national sports organization will require you to have your plan reviewed by the Windsor Essex County Health Unit and possibly your designated municipality, to provide feedback on your plans to ensure that the appropriate measures are in place to protect the health of all parties involved.

The following are some of the national/provincial sport associations who have created guidelines and protocols for their respective sports that should be adopted to inform your plans to resume indoor sport training sessions:

Curling Canada

Gymnastics Ontario

Ontario Basketball

Ontario Hockey Federation

Ontario Volleyball

Tennis Canada

Pickelball Ontario

Skate Ontario

RESOURCES

Province of Ontario

Return to Sport Resources

Ontario Recreations Facilities Association

Ontario Recreation Facilities Association: Recreation Facility COVID-19 Reopening and Re-entering – Guiding Principles and Best Practices

Parks - Public Services Health & Safety Association

COVID-19: Precautions When Working As A Parks & Recreation Worker

Public Services Health & Safety Association

Health and Safety Guidance During COVID-19 For Parks & Recreation Employers