

Town of Portugal Cove-St. Philip's

COVID-19 Facilities Policy

Pursuant to the authority vested in the Town Council of Portugal Cove- St. Philip's, the following policy was adopted on the 15 day of September 2020.

1.0 TITLE

1.1 This document shall be known and cited as the *COVID-19 Facilities Policy*.

2.0 INTERPRETATIONS

2.1 "**council**" shall mean the Town council of Portugal Cove – St. Philip's.

2.2 "**Town**" shall mean the Town of Portugal Cove – St. Philip's ("the Town").

2.3 "**reasonable and practicable**" shall mean what is practical and possible for the Town to do given its size, human resource and financial capacity, as well as the number of facilities for which it is responsible to maintain at any given time.

3.0 POLICY STATEMENT

3.1 Background:

COVID-19 is an infectious disease caused by a newly discovered coronavirus. The World Health Organization designated a global COVID-19 pandemic on March 11, 2020. Jurisdictions across Canada and the world implemented measures to curtail the spread of the disease. In Newfoundland and Labrador, a public health emergency under the *Public Health Promotion and Promotion Act* was called on March 18. Residents, workers, visitors and employers are subject to special measure orders as a result of this emergency. Under the provincial COVID-19 Alert Level System, designed to control disease transmission and maintain health system capacity, the Provincial Government is providing guidance for social and business activities to reopen safely. Municipalities are employers in communities. They are also the owners and operators of community recreational facilities such as fields, courts, playgrounds, parks and other centers/spaces. These facilities provide services to and facilitate programming for community members and organizations.

3.2 Purpose:

The purpose of the policy is to outline the Town's practice and protocols for the reopening and maintenance of municipally owned facilities.

3.3 Policy Statement:

The Town of Portugal Cove – St. Philip's takes COVID-19 seriously. As a council and staff, we are committed to ensuring the safety of our community and our residents. We recognize the importance of Town facilities and services to our community.

This policy acknowledges that Town of Portugal Cove – St. Philip's, follows and implements COVID-19 Alert Level Guidance from the Government of Newfoundland and Labrador as much as is reasonable and practicable. The policy outlines how and under what circumstances our facilities will be open to public.

Town of Portugal Cove – St. Philip's also acknowledges that certain municipal facilities may not open if the risk of COVID-19 transmission is high and/or reasonable, practicable protective measures cannot be implemented.

3.4 Responsibilities:

Municipal staff are responsible for upholding this policy. Should there be challenges with this, the policy will require review.

4.0 APPLICATION

4.1 This policy applies to municipality owned facilities.

The policy covers the following four (4) areas:

1. Decision-making;
2. Communication;
3. Monitoring and sanitization;
4. Waivers.

5.0 POLICY PROCEDURE

5.1 Decision-making

- a. Town management will review public health emergency special orders, guidance and information sheets provided by the Government of Newfoundland and Labrador as it is made available.
- b. Town management will determine their human and fiscal resource capacity to adhere to guidance provided.
- c. Town management will consult with council to provide recommendations on how and under what circumstances facilities will be open to the public.

5.2 Communication

- a. The Town will communicate with the public through PCSPConnects, the Town's website and social media sites how and under what circumstances facilities will be open to the public. This includes clear information on facility sanitization, physical distancing, limits on numbers and monitoring procedures.
- b. Signage outlining protocols and procedures for facilities will be posted outside, inside or on facilities in clear view for users to see. This includes clear information on facility sanitization, physical distancing, limits on numbers and monitoring procedures.
- c. Municipal staff will provide updates to the public and adjust signage should anything change with respect to the protocols and procedures for facilities.

5.3 Monitoring and sanitization

- a. Facilities will be cleaned and sanitized in accordance with the Public Health Guidelines.
- b. Municipal staff, organizations and clubs, will take the following steps to maintain numbers of people at municipal locations
 - i. Signage posted to following physical distancing measures
 - ii. Return to Play Plans for sport users
 - iii. Contracts for use
- c. Municipal staff will develop facility monitoring and sanitization logs, where applicable, for facilities that are open according to the example shown in Appendix A.
- d. These logs will be kept up to date.
- e. In cases where limited or no monitoring and/or sanitization is possible, and the facility is open, municipal staff will communicate that these are use-at-own-risk facilities and will suggest that users take their own sanitization precautions.

5.4 Waivers

Municipal staff will develop and add waivers to any forms or agreements which they enter in to with the public, including facility rental agreements and program registration forms. The waiver language should include language acknowledging risk of contracting COVID-19 by way of attendance at the municipality's facilities.

6.0 REVIEW

- 6.1 The policy is subject to change and will be reviewed as often as necessary and will be applicable to all health care related emergency circumstances.

7.0 REPEALS

7.1 None.

8.0 INITIAL EFFECTIVE DATE / RESOLUTION

8.1 Date effective: September 15, 2020 , Motion #: 2020-210

Appendix A: Sample Cleaning Log Sheet



Town of Portugal Cove – St. Philip's Maintenance Log

Location: _____

Date	Time	Toilets/Urinals/Stalls Cleaned	Floors	Washing Station Cleaned	Toilet Paper, Paper Towels, Soap Stocked	Touch Points	Initials

Sheet Reviewed: _____

Date: _____