



Westlock Rotary Spirit Centre COVID-19 Booking Requirements

- Users must pre-book a timeslot, except for Public Skating and Skate & Shoot ice times
- Arrive 10 minutes before their timeslot
- Arrive ready for your activity and change your footwear into clean indoor shoes
- Shower and hair/hand dryers are not available
- Users must vacate at the end of their timeslot to enable staff to sanitize the area and reset for the next user
- Timeslots cannot be booked earlier than 7 days prior
- Spectator events and facility bookings will be assessed on a case-by-case basis

Public Skating and Skate & Shoot

- 18 available spots per timeslot
- Spectators allowed
- On-ice users will be charged admission upon check-in

All users must check-in at Guest Services and provide the following information for contact tracing:

- Name
- Phone Number
- Residence Area

**All facility usage procedures are subject to change.*



Westlock Rotary Spirit Centre

Facility Guidelines

Updated: November 6, 2020

All the following procedures and restrictions have been developed in accordance with the Government of Alberta's Phase 2 Return to Sport Guidelines and are in place until further notice. The following procedures and restrictions are in place to ensure the safety of users and our staff.

GENERAL FACILITY USE

- Patrons showing any COVID-19 Symptoms are asked to remain at home.
- Patrons accessing the weight room, fieldhouse, fitness classes and walking track must report to the front desk. A pre-screening symptom checklist will be asked when signing in. Membership check in or drop in payment will be made at this time.
- No wristbands will be given out until further notice.
- Changerooms and showers remain closed until further notice. Please arrive dressed and ready to play.
- Please respect other user's space and maintain physical distance as much as possible. Users are reminded not to congregate in lobby areas, hallways, or washrooms.
- Please be respectful of other people's space and allow for 2 metres distancing.
- A refillable water bottle station is available at the top of the stairs for refilling; however, no drinking fountains are available for use.
- Vending machines are available; however, there will be no concession or Earth Bar services available.
- Spectators will be only permitted in the arena. Please refer to the Arena section for further details.
- Hand hygiene should occur before and after each activity and respiratory etiquette is important to prevent the spread of droplets. Attendees should refrain from spitting and clearing nasal passages during activities.
- Hand sanitizer is available at each entrance location.
- In effect as per Face Covering Bylaw #2020-22, it is mandatory for members of the public to wear a face covering or mask at all times while in a public place or a public vehicle. Full Bylaw is available at <http://www.westlock.ca/p/bylaws-and-policies>. Persons under the age of 10 years are exempt.
- As per Alberta Sport, Physical Activity and Recreation Guidelines, persons performing physical activity are not recommended to exercise with a face covering. Face coverings are required upon entering facility and may be removed when starting physical activity and put back on when physical activity completed.
- Use of the facility is at participant's own risk.

PARKING AND FACILITY ENTRY

- From the Alberta Return to Sport Guidelines, to promote physical distancing, facilities should develop procedures that allow for uncongested drop off and pick of participants (e.g. Dedicated entrances and exits for incoming and outgoing sports teams); and the facility ability to create safe spaces between groups of people and minimize cohort and public interaction; designated facility entry points have been assigned.
- The Main Entrance of the facility will be for users accessing the Fieldhouse, Weight room, Fitness Classes, Walking Track and Arena Public Skaters and Skate & Shoot participants.

- The North Entrance will be for Ice Users and their spectators are to use Arena Dressing Rooms #7 and #10 and Training Rooms #1 and #2.
- The South Entrance will be for Ice Users and their spectators accessing Arena Dressing Rooms #11, #12, #13 and #14.
- For pedestrian safety, the south laneway by the outside racetrack will be designated foot traffic only and will be closed to vehicle traffic.
- **Click here** for facility access map or view at the end of the document.

FIELDHOUSE

- Fieldhouse users are asked check-in at the front desk and to proceed on the main level to the south fieldhouse entrance doors.
- Once completed activity, please exit the fieldhouse through the north fieldhouse doors on the main level to return to exit at the main entrance.
- Fieldhouse equipment may be borrowed from the front desk. All equipment is sanitized prior to use. The user is asked to return equipment to the blue tub located in front of the Customer Service Desk for cleaning.
- Any equipment brought into the facility is at the risk for the owner.
- Participants should play within limited sport cohort as per Alberta Return to Sport Guidelines.
- The fieldhouse will be closed midday for cleaning.
- As per Alberta Sport, Physical Activity and Recreation Guidelines, persons performing physical activity are not recommended to exercise with a face covering. Face coverings are required upon entering facility and may be removed when starting physical activity and put back on when physical activity completed.

WEIGHT ROOM

- Come dressed as much as possible for activity.
- Weight room users are asked to enter the facility at the main entrance and check in at the front desk.
- Once in the facility proceed up the main lobby stairs to the weight room main doors to put on indoor shoes and prepare for activity.
- Please wipe down equipment with the wipes that are provided after equipment use.
- The weight room will be closed midday for cleaning.
- Please keep equipment in its designated location.
- As per Alberta Sport, Physical Activity and Recreation Guidelines, persons performing physical activity are not recommended to exercise with a face covering. Face coverings are required upon entering facility and may be removed when starting physical activity and put back on when physical activity completed.

WALKING TRACK

- Walking track users are asked to enter the facility at the main entrance and check in at the front desk.
- Once in the facility proceed up the main lobby stairs to the arena main entrance doors. Chairs are available and spaced out for social distancing to put on indoor shoes.
- As per Alberta Sport, Physical Activity and Recreation Guidelines, persons performing physical activity are not recommended to exercise with a face covering. Face coverings are required upon entering facility and may be removed when starting physical activity and put back on when physical activity completed.

FITNESS CLASSES

- All fitness class participants are to access the facility at the main entrance.
- Fitness participants must check in and complete the COVID-19 Symptom Check list with their instructor.
- Come dressed as much as possible for activity and own equipment.
- Proceed directly to scheduled classroom as assigned.
- To access the Fitness Room, participants are to proceed up the main stairs to the fitness room.

FACILITY RENTALS

- Facility bookings will be assessed on a case by case inquiry.
- Spaces may have limited capacity to allow for social distancing measures.
- Please contact the facility directly at (780) 349-6654.

ARENA

Facility Access

- Please access the facility at assigned entrance. Players are to proceed directly to assigned dressing rooms.
- Participants will have 30 minutes prior to ice booking and must exit the facility no more than 30 minutes after their booking time has concluded. Participants are still encouraged to come dressed and ready to play as much as possible.
- Please refer to facility access diagram for ice users.
- Hand sanitizer is available upon entry and in various locations throughout the facility.
- **Click here** for facility entrance map or view at the end of the document.

Dressing Rooms

- Two Dressing rooms will be assigned per team.
- Skate and Shoot participants will be assigned a dressing room with social distancing measures in place.
- Face coverings may be removed by coaches and players when in dressing rooms or as per user group's direction.
- No showers are available.

- Encourage ice users to come dressed and bring duffel bag with skates, water bottle and tape only into the dressing room.
- Parents assistance in dressing rooms must comply with the Alberta's Guidance for Sport, Physical Activity and Recreation Guidelines.

Spectators

- As per Town of Westlock Face Covering Bylaw 2020-22, it is mandatory for members of the public to wear a face covering or mask at all times while in a public place or a public vehicle. Persons under the age of 10 are exempt.
- Spectators enter the facility at the same entrance as the ice user they are with and will access the spectator area at the south main level and then will exit the same way.
- Spectators are not permitted in the playing area/surface of athletes or coaches.
- Arena Spectators will be permitted to a maximum of 100 persons and as per Alberta Guidance for Sport, Physical Activity and Recreation Guidelines, spectators should:
 - Be kept out of participant spaces (i.e. Ice surfaces)
 - 2 meters of distance is to be maintained between members of different households (with the exception of core/household cohorts)
 - Cheering and yelling is strongly discouraged as it presents a high risk of spreading droplets.
- [CLICK here for Arena Spectator Entrance and Exit](#)

General Rules

- No spitting, yelling/screaming or handshakes permitted in the facility.
- No congregating within the facility hallways or lobby areas.
- Social distancing will be maintained at all times off ice (including benches), with the exception of entering and exiting the ice.
- Cohort restrictions will be followed as per Alberta Guidelines. Sport teams will play in a cohort of up to 50 individuals (includes all players, coaches, managers and referees).
- All water bottles should be labelled.

Walking Track

- No track warm-ups for teams.

Visiting User Groups/Teams

- Visiting groups will follow all protocols and restrictions in the facility.
- Facility information should be shared by user groups to the visiting team, information will also be available online at www.westlock.ca or by calling the facility at 780-349-6654.

COVID-19 Protocols

- Pre-screening symptoms checklists must be completed upon entering facility.
- Anyone experiencing symptoms is to stay at home.
- Each Association/rental must complete participant tracing requirements as per Alberta Guidelines.
- If a participant showcases any symptom at the facility, the Rapid Response Plan will be implemented. The individual must exit at the northeast corner door of the ice surface. Please

refer to the Rapid Response Plan for more information. Both individual with symptoms and person assisting must wear masks and wait for parent/guardian pick up immediately.

Facility Operation

- Enhanced cleaning and sanitization of dressing rooms, players benches, hallways and high touch locations.
- Following Alberta Return to Sport Guidelines and Alberta Health Services

COVID-19 Rapid Response Plan

To minimize exposure to the playing area, individuals that experience any symptoms within the facility will be removed in a safe manner to prevent further impact to other individuals within the facility. Designated routes have been identified from each playing or activity location and are taking into consideration seasonal weather conditions and the participants' age.

Arena:

- 1) Anyone showing any COVID-19 symptoms is to be removed immediately from the play area.
- 2) Player must isolate and proceed to northeast corner of ice surface. Once off ice, individual must immediately put on mask. A chair will be available to remove skates. Masks will be available at this location for both player and coach/manager. Individual with symptoms is NOT to return to dressing room.
- 3) Group leader is to contact a Westlock Rotary Spirit Centre staff member.
- 4) Ice session will be required to stop play and to return to their dressing room. Association protocols will also be implemented.
- 5) Manager or coach will settle player and then return to dressing room to retrieve personal belongings. A set of gloves will be available with mask for personal safety. If the player has to change, then they must isolate in Referee Room #6 (located in the east end of FieldHouse)
- 6) Individual with symptoms will leave the facility via the east arena doors.
- 7) The Westlock Rotary Spirit Centre will then do a complete cleaning/disinfection of the players benches, dressing rooms, hallways and doors prior to the next group using this space.

Fieldhouse:

- 1) Anyone showing any COVID-19 symptoms is to be removed immediately from the nearest exit of the play area.
- 2) If the person must wait for transportation and cannot leave immediately, the individual must inform the front desk and will isolate in Referee Room #6. A mask will be available in a Ziploc bag and the person must immediately put on a mask.

3) The Westlock Rotary Spirit Centre will then complete a cleaning/disinfection of the court and fieldhouse mezzanine, staircases, and all handrails.

Weightroom/Fitness Room:

- 1) Anyone showing any COVID-19 symptoms is to be removed immediately from the play area to the closest exit.
- 2) In the event the patron showing COVID-19 symptoms cannot immediately exit the facility, the patron will be asked to proceed to the stairwell exit located beside the upstairs elevator. This stairwell will exit beside the concession on the west side of the facility beside the main entrance.

OVERFLOW PARKING

North Entrance:
(DR7, TR1, TR2, TR10)

Curling Rink
Entrance:

Curling Rink

Field House

Main Entrance:
(Fieldhouse, Weightroom,
Walking Track,
Fitness Class Users)

Arena

South Entrance:
(DR11, DR12, DR13, DR14)

Pedestrian Walkway

N

010203040

Meters

TOWN OF

Westlock

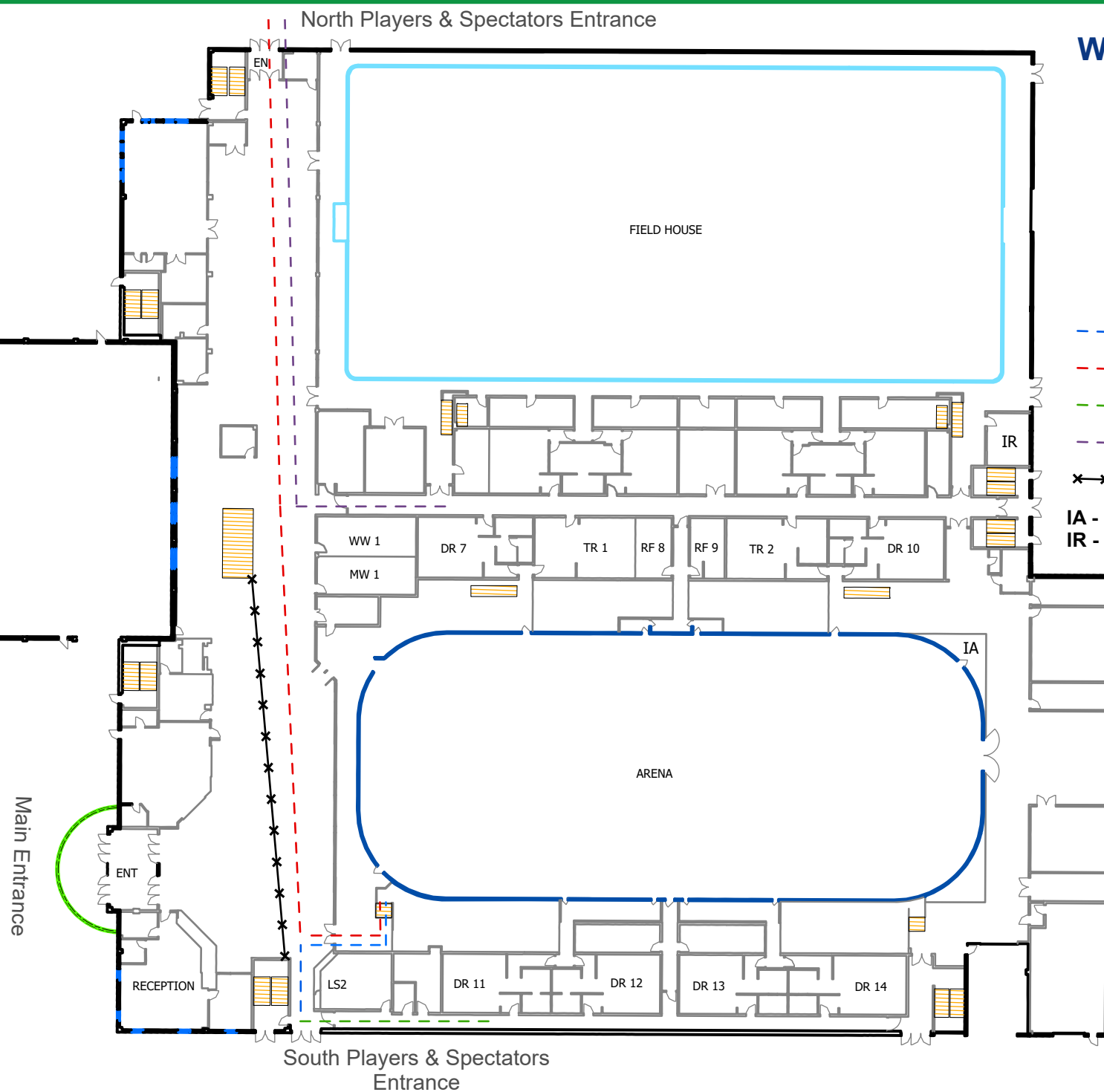
Spirit Centre Site

✕✕✕ Barricade

WESTLOCK ROTARY SPIRIT CENTRE MAIN FLOOR

- South Spectators
- North Spectator
- South Players
- North Players
- ✕✕✕ Barricade

IA - ISOLATION AREA
IR - ISOLATION ROOM



WESTLOCK ROTARY SPIRIT CENTRE Arena Spectator Level

- Spectators
- Elevator Access
- XXX Barricade

