



# RUSSELL TOWNSHIP

## Covid-19 Conditions of use for community halls

### INTRODUCTION

The safety of all employees, participants and residents is of the utmost importance to the Township of Russell. Therefore, this protocol serves to protect all concerned.

### 1. GENERAL RULES

Due to facility constraints, the Township of Russell has enacted the following rules in regard of the use of Community Hall:

The following individuals are not permitted to participate in the rental:

- Anyone who is sick or has any of the following symptoms: fever, cough, sore throat, runny nose, shortness of breath, difficulty breathing, headache.
- Anyone who has recently returned from traveling outside of Canada, in the past 14 days.
- Anyone who has knowingly been exposed to or been in contact with anyone who has tested positive for COVID-19, in the past 14 days.

### 2. CAPACITY

The maximum number of people allowed by room setup:

#### **Palais des sports Hall, Camille Piché Community Centre, Dr. Frank Kinnaird Hall (Russell Arena) and Marionville Community Centre :**

- Standing up: 50
- With chairs and rectangle tables: 50 (two guests per 6-foot table)
- With chairs and round tables: 50 (2 or 4 person per round table depending on family circle)
- With chairs for a presentation: 48 (12 rows of 4 chairs)

#### **Sports and Youth Centre – Main Hall:**

- Standing up: 25
- With chairs and rectangle tables: 18 (two guests per 6-foot table)
- With chairs for a presentation: 20 (5 rows of 4 chairs)

#### **Sports and Youth Centre – Meeting Room:**

- Standing up: 15
- With chairs and rectangle tables: 10 (two guests per 6-foot table)
- With chairs for a presentation: 15 (5 rows of 3 chairs)

*\*\* These numbers can change and will be reviewed as the province increases the number of people permitted within a facility.*

### 3. RENTERS RESPONSIBILITIES

- The person in charge of the rental is responsible for ensuring capacity limits do not exceed and that physical distancing is maintained.
- The renter is responsible for following all applicable health and safety regulations and ensuring that all people present are adhering to COVID-19 regulations.
- The renter is responsible for screening questions for each guest upon entering the building.
- The renter is responsible for attendance, for the purposes of contact tracing. The organization must maintain a roster with names, contact information of all guests and **keep the record for at least 30 days** in order to be able to provide that information to the township as needed for the purposes of contact tracing.
- Guest must wear a mask until they are seated. Once seated and at a proper distance of others, they may remove their mask while they remain at their place. If someone needs to leave their seats, they must put on a mask until they return to their seating.
- Guests are encouraged to bring their own equipment. Equipment being used during the rental cannot be shared between guests. Any shared/owned equipment must be sanitized between each use. The contract holder must provide sanitizing products.
- Anyone who becomes ill or exhibits possible COVID-19 symptoms must notify the Township of Russell Recreation Department at [recreation.loisirs@russell.ca](mailto:recreation.loisirs@russell.ca).
- It is the responsibility of each user group to monitor the door for 5 minutes prior to the rental time and 5 minutes after the rental to allow participants to enter and exit.

### 4. FITNESS ACTIVITIES

- The temporary removal of a mask where necessary is permitted while engaging in an athletic or fitness activity.
- Respect the assigned spaces for organized fitness classes.
- Activities must not be practiced within the facility if they require the use of fixed structures that cannot be cleaned and disinfected between each use.
- Participants should not share any personal items (e.g., water bottles, towels).

The Township of Russell COVID-19 Conditions of Use for Community Halls must be followed at all times, failure to comply will result in immediate removal from the facility, non-refundable rental fee and the review of future contract bookings. The renter agrees that by visiting any Township of Russell owned properties, the renter voluntarily assume all risks including any risk of injury, loss, damage and possible exposure to a communicable disease including COVID-19.

**I have read, understood and agree to all the Conditions of Use listed above.**

Client Name: \_\_\_\_\_ (please print)

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_