



COVID-19 SAFETY PLAN

Version: 1.3

All contents subject to change without notice. Updated plan will continue to be distributed on our website, powellrivercurling.com

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COVID-19 SAFETY PLAN

Overview:

All activities in Curling Clubs throughout BC must operate within current provincial health restrictions in order to limit the transmission of Covid-19 in our communities. As owner of the property/facility and operator of the Club, the Powell River Curling Club ("PRCC") is responsible for the development and implementation of Return to Curling ("RTC") plans which MUST include a COVID-19 Safety Plan and clear policies and procedures to ensure:

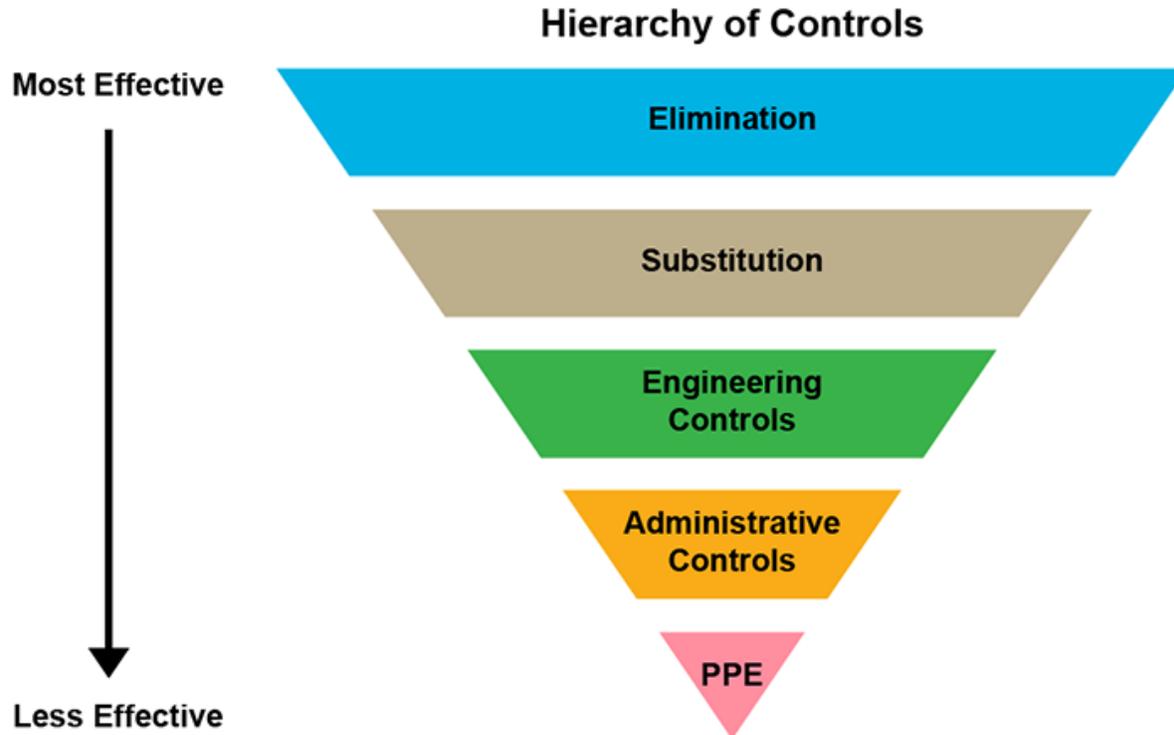
- No one with symptoms comes to work, volunteer, or to curl, and staff are able to be off sick or work at home and self-isolate for a minimum of ten (10) days;
- Staff (paid or volunteer) have fewer workplace contacts (shorter times, fewer people) through such measures as staggered shifts, smaller teams, occupancy limits, virtual meetings, continuing to work from home, where applicable; and
- Increased frequency of cleaning "high touch" areas of our facility and equipment, availability of hand sanitizer and encouraging good hygiene and proper coughing and sneezing "etiquette".

Further, the COVID-19 Safety Plan must:

- Meet the criteria set forth in CurlBC's Return to Curling Guide;
- Be approved by the PRCC Board of Directors;
- Be posted electronically, conspicuously on the Club's website and/or throughout highly visible areas of the Club; and
- Comply with WorkSafeBC.

The viaSport Guidelines provide these considerations for staff and volunteers: "Where the sport organization owns and operates a facility, "staffing" encompasses all facility staff (management, administration, maintenance, etc.). All employers in BC have a legal obligation to ensure a healthy and safe workplace for employees. Organizations that rely on volunteers also need to take steps to ensure the safety of the volunteers.

The PRCC COVID-19 Safety Plan has been developed to identify the risks of the transmission of COVID-19 in the workplace/facility, to consider the various means of mitigating or eliminating these risks and to select and implement appropriate risk management strategies. In order to control COVID-19 risks in the workplace/facility, control measures have been analyzed and chosen based on the following hierarchy:



Elimination

Remove the risk of exposure entirely from the workplace/facility. For example, having all workers/participants stay home would eliminate COVID-19 risk from the workplace/facility.

Substitution

Replace a hazardous substance with something less hazardous (for example, replace one chemical with another). For an infectious disease such as COVID-19, substitution is not an option.

Engineering controls

Make physical changes to separate workers/participants from the hazard or support physical distancing, disinfecting and hygiene. For example, you could:

- install plexiglass barriers to separate workers from customers (i.e. lounge);
- remove unnecessary doors that many people would have to touch.

Administrative controls

Make changes to the ways people work and interact, using policies, procedures, training and signage. For example, you could:

- modify ice layout to maximize physical distancing opportunities;
- create policies to limit the number of people in a space at one time;
- establish new cleaning and disinfection protocols;
- provide education and training on proper hand washing technique.

Personal protective equipment (PPE)

This is equipment and clothing worn by a worker/participant to minimize exposure to hazards and prevent illnesses and infection. PPE is used to protect the wearer and can include such things as surgical/procedure masks, face shields and eye protection.

PPE should only be used after other controls have been carefully considered and all feasible options implemented.

Guidelines for Staff:

As noted, all staff (paid and volunteer) are required to have read and understand their roles and responsibilities under this Safety Plan. In the event the Plan is updated in any way where such changes may impact staff, the Board or GM will be responsible to ensure staff are made aware of such changes to the Plan.

First and foremost, staff is required to have read and have signed off on their intention of full compliance with the PRCC Illness Policy as it relates to COVID-19. Any time staff attends the facility for any reason, they are required to perform a self-assessment to determine their fitness to work. Under no condition, should staff attend the facility and potentially come in contact with others if:

1. They have any of the symptoms of COVID-19;
2. They test positive for COVID-19;
3. They have been tested for COVID-19 and are awaiting test results;
4. They have come in contact with someone who has COVID-19 symptoms, has been tested for COVID-19 or has a confirmed case of COVID-19, OR
5. They are required to self-quarantine as a result of travel or other guidance from Provincial/Local Health Authorities.

The self-assessment tool for routine daily symptom screening for Covid-19 is found on the BC Centre for Disease Control website: <https://bc.thrive.health/covid19/en>.

One of the most effective means of warding off infection from COVID-19 is frequent and proper hand washing (see *Appendix A – BC Ministry of Health Handwashing Poster*). Staff are required to wash hands, at a minimum:

- Upon arrival at the facility;
- Before and after any breaks;
- After touching common equipment or frequent touch points in the Club.

Staff is reminded to avoid touching eyes, nose or mouth AND to use proper cough and sneeze etiquette. Staff is encouraged to remind “participants” if they should witness poor personal hygiene.

A supply of Personal Protective Equipment (PPE) has been secured and is stored in the GM’s Office. This equipment includes:

- Masks;
- Gloves;
- Face Shields.

PPE is not meant to be a substitute for more effective prevention measures such as physical distancing and improved personal hygiene. PPE is to be worn when risk of exposure is high.

In addition to the aforementioned guidelines for staff, the following is a detailed list of roles and responsibilities, by position:

General Manager:

The General Manager is responsible for:

- Ensuring all additional staff (paid or volunteer) are provided with copies of the PRCC COVID-19 Safety Plan, Illness Policy, PRCC Participant Agreement and securing all necessary signatures, etc. from staff. Signed forms are to be kept in the GM’s office in the event they are required to be consulted;
- Ensuring all staff and “participants” complete the sign-in procedure whenever they are attending the facility. As it pertains to “participants”, this responsibility may be delegated to League Representatives;
- Ensuring all staff and “participants” follow physical distancing protocols, sanitizing procedures and the prescribed on and off-ice traffic flow procedures. A short grace period will be provided for all staff and “participants” to adjust to new procedures. A first warning will be provided to those that contravene requirements. A second warning will follow. In the event staff or “participants” fail to follow PRCC procedures after the second warning has been issued, they will be banned from attending the Club for the remainder of the curling season;
- Ensuring all shared surfaces in “common areas” are sanitized prior to and following any curling activity. A list of shared surfaces is provided in *Appendix B*;
- Ensuring all staff and “participants” are aware of and follow PPE protocols. These protocols may vary from time to time dependent upon guidance from Provincial/Local health authorities. The General Manager is required to stay abreast of any changes to health authority guidance that may impact his /her role and responsibilities under this Plan;
- Reminding staff and “participants” of proper cough and sneeze etiquette, as required;
- Ensuring all staff are made aware of WorkSafeBC’s regulation pertaining to an employee’s right to refuse unsafe work;

- Ensuring the Board of Directors is made aware of any issues that may arise from normal operations, pertaining to this Plan, that may require changes to the Plan.

Ice Technician:

The Ice Technician is responsible for:

- Ensuring all on-ice shared surfaces are sanitized prior to and following any curling activity (including practice). A list of shared surfaces is provided in Appendix B;
- Arranging rocks in single file, in order;
- Placement of hacks prior to all games AND removal of hacks following games;
- Ensuring the General Manager and/or Board of Directors is made aware of any issues arising from normal operations, pertaining to this Plan, that may require changes to the Plan.

Bartender:

The Bartender is responsible for:

- Ensuring that side entry door is unlocked 20 minutes prior to first start time AND locked 10 minutes after last start time;
- Ensuring all shared surfaces in the Lounge are sanitized prior to and following any curling activity. A list of shared surfaces is provided in Appendix B;
- Ensuring all attendees to the Lounge are aware of and follow traffic flow procedures, including use of assigned tables. In the event “participants” refuse to follow said procedures, the Bartender shall notify the General Manager immediately;
- Ensuring all “participants” follow prescribed ordering protocols and minimize access to the bar counter;
- Ensuring Lounge attendees respect physical distancing measures;
- Ensuring the General Manager and/or Board of Directors is made aware of any issues arising from normal operations, pertaining to this plan, that may require changes to the Plan.

Guidelines for Participants:

As is the case with PRCC staff, all participants (members, volunteers, guests, etc.) must follow strict protocols relating to attendance at the Club, as follows:

1. Prior to attending the Club, participants must conduct a self-assessment to determine their fitness to curl. If participants are unsure of the proper method, they should use the self-assessment tool: <https://bc.thrive.health/covid19/en> or utilize the COVID-19 BC Support App self-assessment tool;
2. Participants will be strongly encouraged to register for 2020-2021 league play via the PRCC website online registration tool. In the event participants do not have access to internet or cannot complete their registration online, they will be permitted to register on a scheduled date announced via website, social media and newsletter. The GM or designate will facilitate registration;

3. On or before first attendance at the Club for league play, ALL participants will be required to:
- a. Participate in a walk-through of the club (if they have not already conducted a virtual walk-through). This will consist of the following:
 - Start times;
 - Detailed explanation of prescribed traffic-flow procedures relating to entrance of the Club;
 - Sign-in procedures;
 - Key locations in the facility;
 - Preparation for play (waiting zones/tables, gearing up, rock and order decider);
 - Stowage of personal items;
 - Use of washrooms;
 - Location of hand sanitizing stations;
 - Location of reference materials (posters, documents);
 - Location of water station(s);
 - On-ice protocols (flow of play, physical distancing locations);
 - Lounge procedures (seating plan, ordering, payment, picking up of orders, etc.);
 - Exit of the Club.
 - b. Read the following documents:
 - PRCC COVID-19 Safety Plan and Summary Sheet;
 - PRCC Declaration of Compliance – must be signed prior to first play;
 - PRCC Declaration of Compliance - Minors (minors only) – must be signed by parent/guardian prior to first play;
 - PRCC Participant Agreement – must be signed prior to first play.
 - c. With respect to the PRCC COVID-19 Safety Plan and Summary Sheet, prior to first play, understand and acknowledge:
 - Self-Assessment procedures and rules for attendance;
 - Consequences from non-compliance (e.g. grace period);
 - Hand sanitizing and cough/sneeze protocols;
 - Availability and use of PPE (as required by Provincial/Municipal health authorities, may be evolving situation).

Start Times:

Start times have been adjusted this year to minimize situations where there may be unsafe gathering of groups in congested areas (e.g. lobby, back boards) which may put all participants at risk. All league play, regardless of whether there are one or two draws per league, the following start times will be in place:

- Game 1, Sheet 1 – 10 minutes before designated start time (decided by league rep);
- Game 2, Sheet 2 – designated start time;
- Game 3, Sheet 3 – 10 minutes after designated start time.

Entrance to the Club:

In all cases, participants must enter the Club through the side door. An automatic door button has been installed to facilitate opening of the door without the need to touch door handles/knobs. Participants **must not** use the front door to enter the Club.

The side entry door will be unlocked 20 minutes prior to first start time and locked 10 minutes after last start time. Latecomers may text bartender to gain access, at his/her discretion.

Traffic Flow Procedures:

Upon entering the Club, all participants that are reporting for league play must follow this path within the facility:

- From side door up stairs to Lounge;
- Sheet 1 participants may move through the Lounge, past the kitchen and down the back stairs, through the Locker Room (lockers WILL NOT be used during the 2020-2021 curling season) and into the Lobby. Chairs have been provided against the glass for participants to gear up (remove street shoes, put on curling shoes/grippers, stow street shoes/clothing in sport bag, etc.). Once participants are geared-up, sports bags are then placed against the back wall, grouped by team. Sheet 1 participants may enter the ice area at their appointed start time and report to their designated on-ice start location (see *Appendix E*);
- Sheet 2 participants move to rear tables 5 and 6 (divided by team). Once Sheet 1 participants have entered the ice surface, Sheet 2 participants may only then leave the Lounge, continue past the kitchen, down the back stairs and through the Locker Room to the Lobby. They may enter the ice surface at their appointed start time;
- Sheet 3 participants move to intermediate tables 3 and 4 (divided by team). Once Sheet 2 participants have entered the ice surface, Sheet 3 participants may only then leave the Lounge area, continue past the kitchen, down the back stairs, through the Locker Room and to the Lobby chairs to gear up. They may enter the ice surface at their appointed time.

Once each league game has been completed:

- First to finish – exit ice surface, retrieve personal items, gear down on designated chairs in front of glass, take front stairs up to Lounge (if going up), report to designated table (see Lounge Procedures), or exit building via side door;
- Next to finish – as above;
- Last to finish – as above.

Sign-In Procedures:

Every participant, including spares is required to sign-in EVERY time they attend the Club, for whatever function. The sign-in sheet is located on designated ice/team tables in the Lounge. Exercise social distancing while waiting to sign-in. Each league will have their own sign-in sheet which will include the following information:

- League name
- Participant's name
- Phone number (spares only)
- Date

Participants are required to place their initials in the box under the specific date. By doing so, each participant indicates they are attending the Club on that date AND agree that they have performed a self-assessment to determine their fitness to curl.

General sign-in sheets are also provided in the event spares attend the Club or staff, volunteers, etc. attend the Club outside of league play. These sign-in sheets include phone numbers of attendees for contact tracing purposes.

Key Locations Within the Facility:

The following are key locations within the facility:

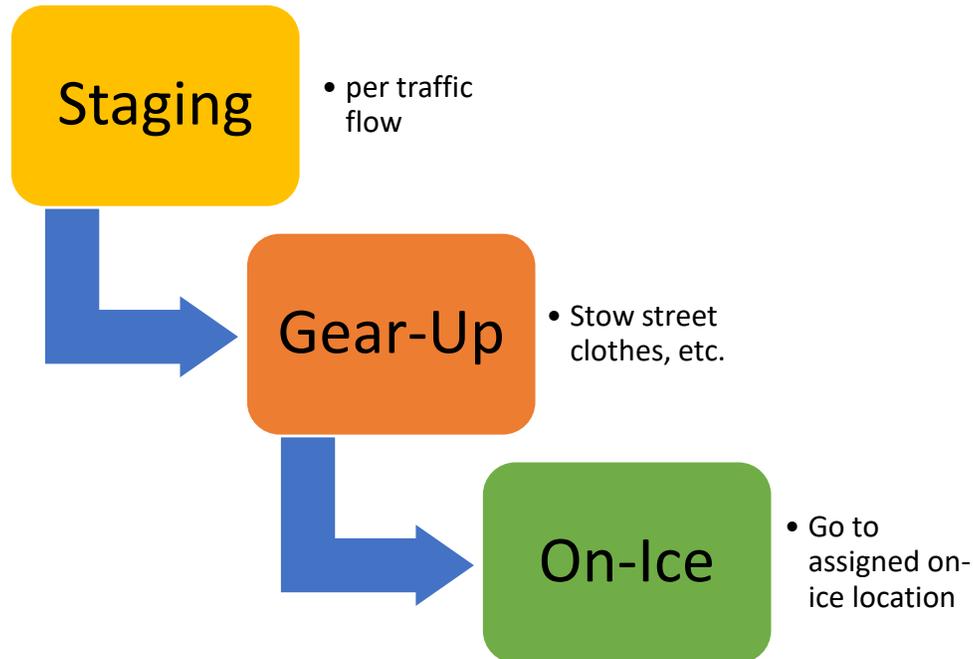
- Side entrance;
- Hand Sanitizing stations;
- Water bottle refilling station;
- Lobby gear-up/down seats;
- Assigned team tables in Lounge for staging, social activities;
- Washrooms;
- Pro Shop;
- Ice Surface;
- Emergency exit(s).

Preparation for Play:

Preparing for play consists of the following steps (see diagram):

1. Arriving at the Club, adhering to traffic flow procedures;
2. Gearing-Up – removal of street clothing and donning of curling gear;
3. Hand sanitizing prior to going on ice;
4. Cleaning of curling shoes prior to going on ice;
5. Utilizing the rock/order SPINNER App (used to decide which team has yellow or red rocks and the order of play) prior to going on the ice;
6. Entering the ice surface.

The following diagram is the process to prepare for play:



Per traffic flow procedures, participants will enter the ice surface once they have geared-up AND at their designated start time. Cubbies along the back boards have been provided for the stowage of small personal items (wallets, phones, etc.) that participants want protected from access in the common areas. Prior to going on the ice, ALL participants must either...

1. Utilize a hand sanitizing station, or
2. Wash their hands in one of the washrooms.

As well, ALL participants must use the curling shoe cleaner located near the doors to the ice surface. Follow social distancing while lining up to use the shoe cleaner.

Lastly, there is a small tablet located on a round table near the doors to the ice surface. On this tablet is the rock/order SPINNER App (see diagram below). A third from one of the teams will initiate the SPINNER App to decide what colour of rocks each team will use for that game AND the order of play (see photo). Once rocks and order of play have been decided, participants may enter the ice surface and report to their designated start location (see *Appendix E*).



Stowage of Personal Items:

As noted, street clothing/shoes and larger items that may be left in the common area will be placed in the participants' sports bag and then located against the back wall in the Lobby, by team. Smaller valuable items (phones, wallets, etc.) may be brought into the rink and placed in cubbies that have been provided along the back boards.

Use of Washrooms:

While COVID-19 specific processes are in place at the Club, washrooms are restricted to one (1) person at a time. Participants are REQUIRED to follow prescribed traffic flow procedures (i.e. only travel in the direction of the arrows provided). Participants are requested to lock the washroom door upon entering to ensure only one person has access to the facilities at a time. This will ensure social distancing is adhered to and maximize the benefits of sanitization strategies. Participants are strongly urged to wash their hands (see Appendix A) prior to leaving the washroom.

In the event a curler uses a washroom during play, as above, they are required to follow prescribed traffic flow procedures AND clean their footwear prior to returning to the ice.

Location of Hand Sanitizing Stations:

Hand sanitizers have been provided in the following locations:

- Inside side entrance door, beside stairs up to Lounge;
- Center pillars of Lobby (x 2);
- Top of main stairs to Lounge;
- On Ice – along back board windows and between scoreboards (1 each)

In addition to personal measures to maximize COVID-19 prevention, PRCC staff and volunteers are responsible to sanitizing shared surfaces on a regular basis.

Location of Reference Materials:

PRCC will be maintaining personal files for every participant that will contain copies of all documents signed by participants relating to this Plan. All participants are encouraged to keep their own signed copies for future reference, including the PRCC COVID-19 Safety Plan and Summary Document.

As well, information posters and/or documents are posted on entrance doors, in strategic locations within the facility or on the main bulletin board for reference relating to:

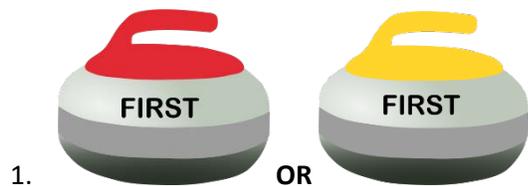
- Hand washing, sanitizing procedures;
- Lounge seating plan;
- Ice surface plan;
- Physical distancing poster;
- DO NOT ENTER poster;
- Wash Your Hands poster.

Location of Water Station(s):

PRCC is providing an automatic water bottle filling station this season. The station is located in the main lobby beside the side entrance. This station may only be used prior to entering the ice area at the start of each match (not during matches). Exercise social distancing when waiting to fill your water bottle.

On-Ice Protocols – Phase 2:

Regardless of whether a league consists of one draw (one curling date per week) or multiple draws (to facilitate more teams participating in a given league), there is a systematic process which all curling participants must adhere to while COVID-19 procedures are in place (see *Appendix E*). Upon entering the ice surface, curlers are required to report to the following locations:

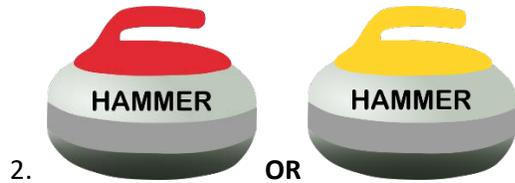


Person delivering rock – take position in the hack
 Sweeper– take position ahead, awaiting the delivery of the rock
 Skip – take position at the far end of the sheet in the House

Person next to deliver rock, other team – take position just past the closest hog line on the first waiting spot
 Sweeper, other team – take position on the second waiting spot past the closest hog line
 Skip, other team – take position on the back boards at the far end

Once the stone has been delivered...

Sweeping only allowed between hog lines. All curlers then take positions, per below.



Person delivering rock – take position on the first waiting spot just past the closest hog line

Sweeper – take position on the second spot past the closest hog line

Skip – take position on the back boards at the far end

Person next to deliver rock, other team – take position in the hack

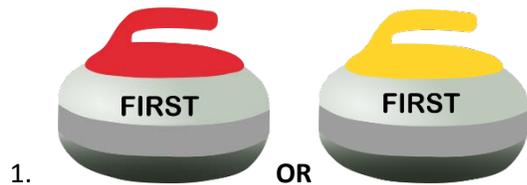
Sweeper – take position ahead, awaiting the delivery of the rock

Skip – take position at the far end of the sheet in the House

Once the stone has been delivered, curlers rotate again, as per (1) and (2) above.

On-Ice Protocols – Phase 3:

Once the Club has progressed to Phase 3, the only difference between the Phase 2 protocols (see *Appendix E*) relates to the location of the **Observer** (non-curler, non-sweeper). Upon entering the ice surface, curlers are required to report to the following locations:



Person delivering rock – take position in the hack

Sweeper – take position ahead, awaiting the delivery of the rock

Observer – take position behind the hack on the back boards

Skip – take position at the far end of the sheet in the House

Person next to deliver rock, other team – take position just past the closest hog line on the first waiting spot

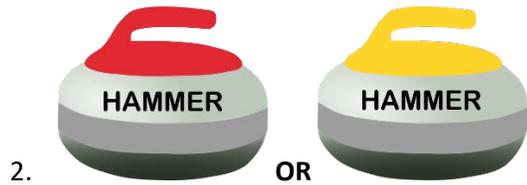
Sweeper, other team – take position on the second waiting spot past the closest hog line

Observer – take position on the third waiting spot past the closest hog line

Skip – take position on the back boards at the far end

Once the stone has been delivered...

Observer can follow sweeper down the ice and provide direction, as necessary. Sweeping only allowed between hog lines. All curlers then take positions, per below.



Person delivering rock – take position on the first waiting spot just past the closest hog line

Sweeper – take position on the second spot past the closest hog line

Observer – take position on the third spot past the closest hog line

Skip – take position at the far end of the sheet along the back boards

Person next to deliver rock, other team – take position in the hack

Sweeper – take position ahead awaiting the delivery of the rock

Observer – take position on the back boards behind the hack

Skip – take position at the far end in the House

Once the stone has been delivered, curlers rotate again, as per (1) and (2) above.

NOTE: While COVID-19 procedures are in place, there will be no shaking of hands between teams prior to or after play. A simple verbal “Good curling!” prior to going onto the ice will suffice.

Thirds are encouraged to record the previous end’s score when they assume the Skip position prior to the last two rocks being delivered by their team.

Rather than staggering unused rocks on either side of the hack prior to play in each end, **rocks will be lined up in single file along the side**. Order is not important. Participants are urged to only “touch” their own rocks AND utilize brooms to move rocks into place for delivery (i.e. for other players) or at the closure each end.

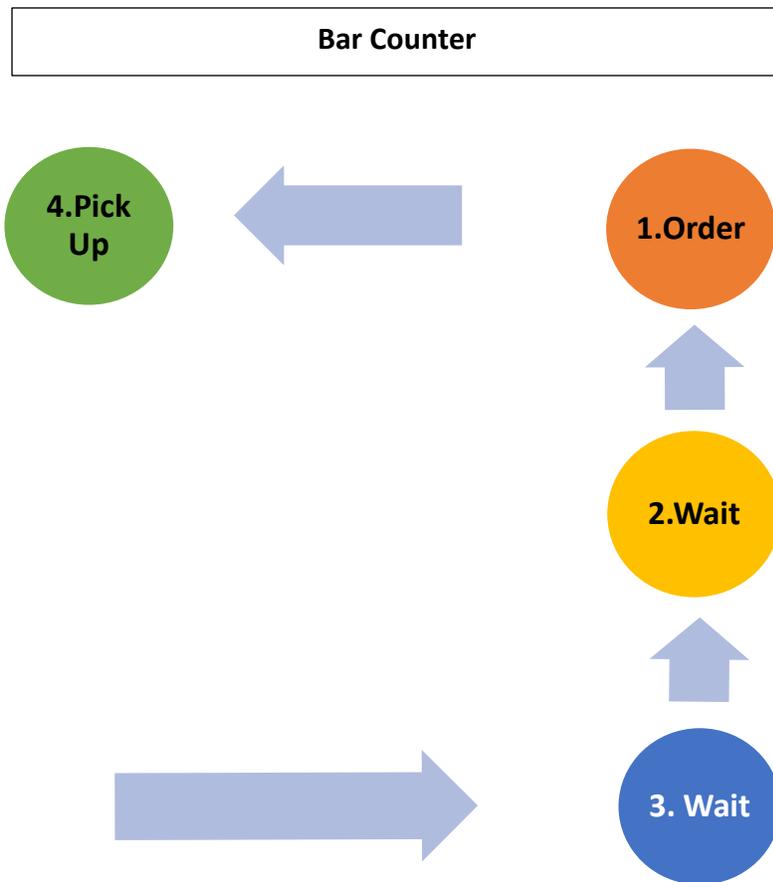
Upon completion of the game, participants retrieve their personal items from the cubbies and exit the ice surface in an orderly, distanced fashion.

Lounge Procedures:

Numerous procedures have been implemented in the Lounge to ensure physical distancing and minimize multiple contact with shared surfaces. These include:

- Assigned tables (see *Appendix C*) – teams curling on Sheet 1 will sit at either table 5 or table 6 at the rear of the Lounge. Teams curling on Sheet 2 will sit at either table 3 or table 4. Teams curling on Sheet 3 will sit at either table 1 or table 2. This is to minimize the need for Lounge attendees to have to cross paths with each other as they enter the Lounge AND assists with staging;

- Ordering App – a simple smartphone App may be available that includes an up-to-date list of all products that are available for purchase in the Lounge. Attendees are requested to either use the App to order drinks for their team (or individuals) OR one team representative may go up to the counter to order. Spots have been placed on the carpet in front of the bar counter that indicate safe physical distancing from other patrons. No more than four (4) Lounge attendees may be in line at the bar counter at any given time to either order or pick up beverages. The following diagram shows the traffic flow for the bar counter:



In the above diagram, a patron would go up to the right side of the bar counter to order and pay for their beverage. A second patron would line up on the spot 2 meters behind them, waiting to order. A third patron would line up on spot 3. Once the first patron’s drinks are ready to be picked up, the first patron would move left to the spot in front of the left side of the bar counter. The second patron would move forward to order his/her beverage(s). The third patron would assume the spot vacated by the second patron in line to order. Another patron would then be free to line up on spot 3.

In the event the Lounge patron utilizes the APP to order his/her beverage(s), the bartender will send a return text once the order has been filled and is ready for pick up at the bar. In this case, the patron would wait for an opportunity to assume the 3 SPOT in line in front of the bar counter and then progress through to the 1 SPOT for payment and then the 4 SPOT to pick up the beverage(s).

As noted previously, upstairs washrooms are restricted to one (1) person at a time. Please monitor washroom availability and follow prescribed traffic flow procedures.

In the event the league day/night only has one draw, patrons may leave the Lounge by way of the main stairway and then the Club by way of the side door. If there are two draws AND Lounge patrons participated in the first draw and are then leaving the Lounge, they MUST exit the Lounge by way of the rear stairwell (past the kitchen and washrooms) and then proceed past the Locker Room; then exit from the front door.

Lounge patrons may bring their sports bag and broom(s) up to the Lounge OR they can be left in the common area to be picked up prior to leaving the facility.

Appendices:

Appendix A – Ministry of Health Handwashing Poster



Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health



Hand Hygiene

SOAP OR ALCOHOL-BASED HAND RUB: Which is best?



Either will clean your hands: use soap and water if hands are visibly soiled.



Remove hand and wrist jewellery

HOW TO HAND WASH



1
Wet hands with warm (not hot or cold) running water



2
Apply liquid or foam soap



3
Lather soap covering all surfaces of hands for 20-30 seconds



4
Rinse thoroughly under running water



5
Pat hands dry thoroughly with paper towel



6
Use paper towel to turn off the tap

HOW TO USE HAND RUB



1
Ensure hands are visibly clean (if soiled, follow hand washing steps)



2
Apply about a loonie-sized amount to your hands



3
Rub all surfaces of your hand and wrist until completely dry (15-20 seconds)





COVID19_HH_001

If you have fever, a new cough, or are having difficulty breathing, call 8-1-1.



Appendix B – List of Shared Surfaces, by location

Common Areas, including Washrooms:

1. Doorknobs, automatic door button, door handles;
2. Toilet seats, flushing mechanisms;
3. Handrails (up and down from Lounge);
4. Staging chairs;
5. Hand sanitizers;
6. Curling shoe cleaner;
7. Water dispensers.

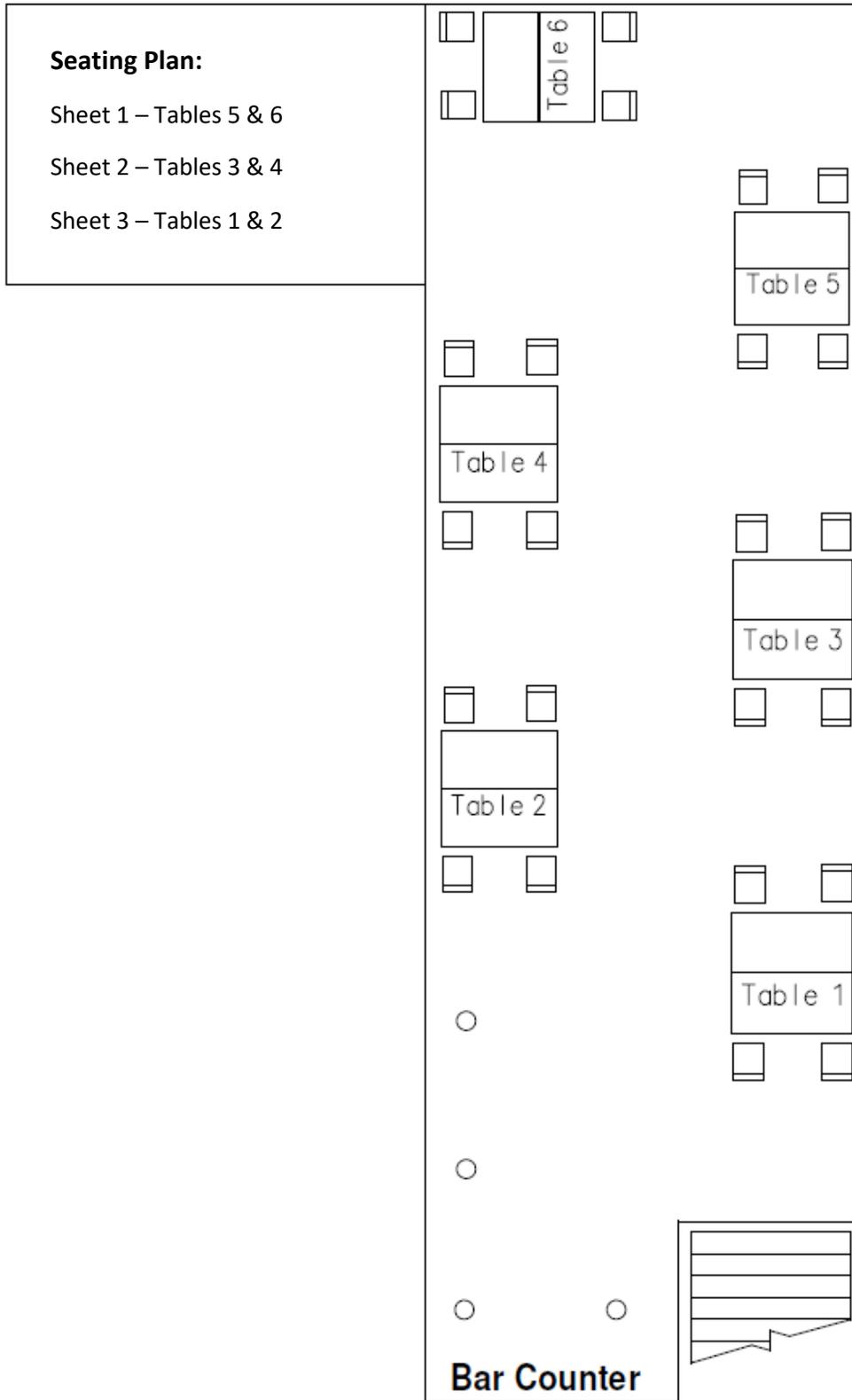
On-Ice:

1. Curling rocks;
2. Measurement tools;
3. Ice cleaning tools;

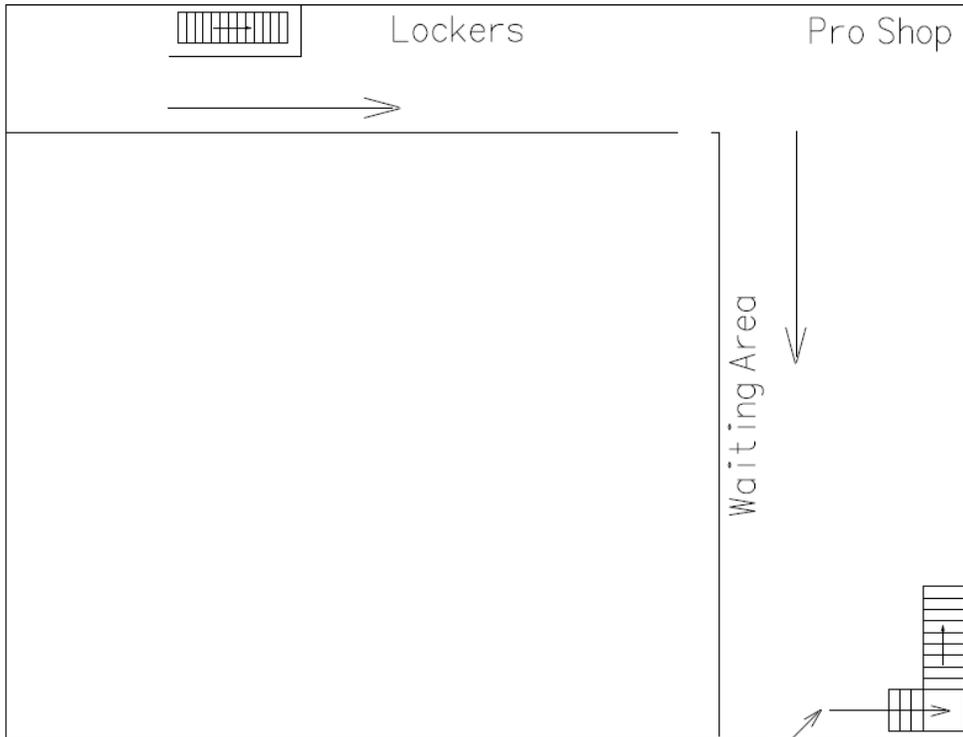
Lounge:

1. Tables;
2. Chairs;
3. “Snowball” container;
4. Payment mechanism(s);
5. Tray(s);

Appendix C – Lounge Seating Plan



Appendix D – Club Traffic Flow Plan

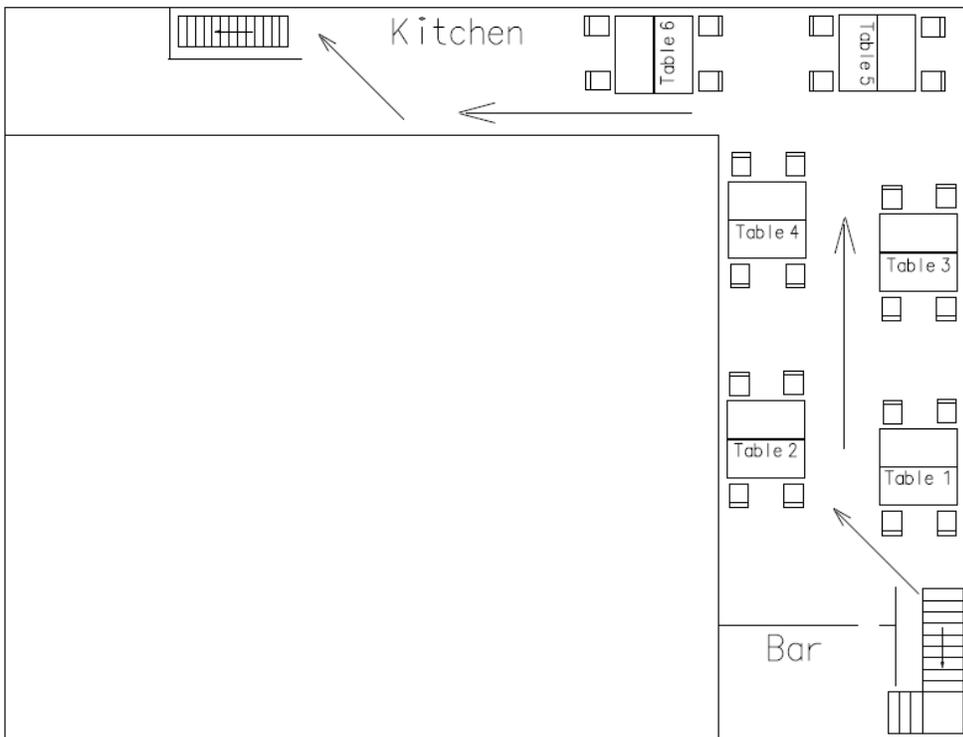


- Enter through side door
- Up stairs to Lounge
- Through Lounge to staging areas
- Down stairs to Lobby
- Onto ice at designated time

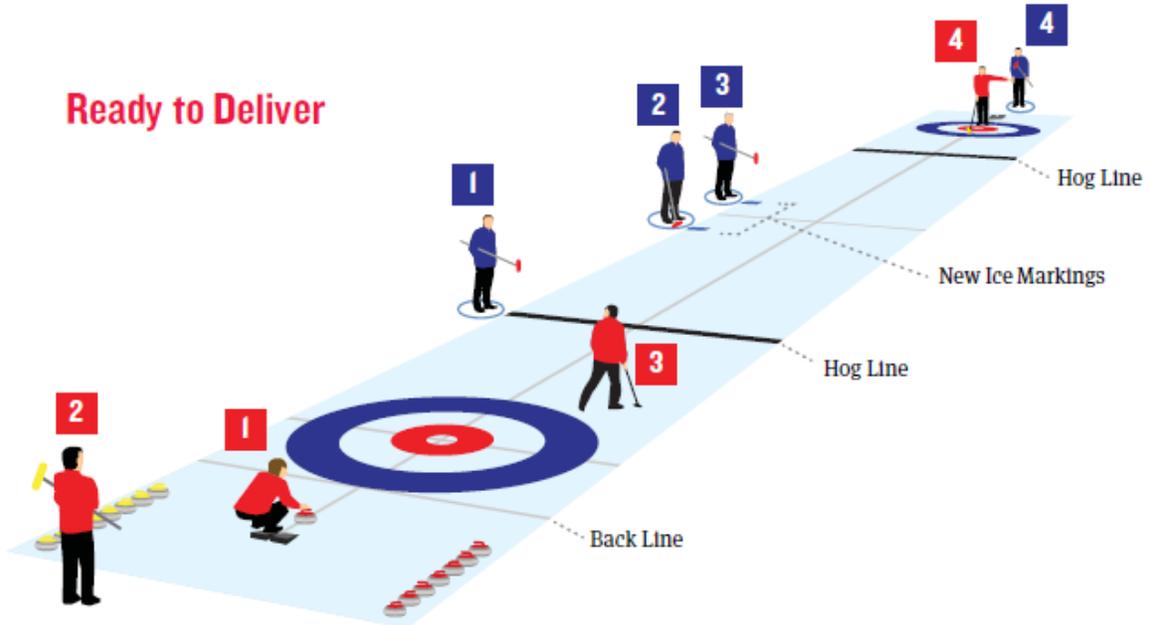
NOTE:

If exiting the ice area to access washrooms...

Curler **MUST** follow prescribed route up through Lobby, up stairs to Lounge and use either washrooms at Lounge level or descend rear stairs to use washrooms near Lobby



Appendix E – On-Ice Distancing Illustration



NOTE: For the purpose of sweeping, 2 & 3 may be interchanged