



Bookings - COVID Requirements & Information

Facility Protocols:

Please note the following protocols for when you visit the Saville Community Sports Centre-West for your booking(s).

1. **If you are not feeling well, have the flu, a cold, fever or showing signs of COVID-19 you will not be allowed to participate in any activities booked within the facility. We ask that you stay home until you are showing no signs (symptom free).**
2. Masks must be worn in the Saville Community Sports Centre by all attendees when in the common spaces of the facility. These spaces include the front entrance, facility hallways, storage rooms and washrooms. Masks can be removed upon entering the booked space (gymnasium, activity room, classroom and boardroom). Coaches, instructors, training staff, etc. must wear a mask at all times even in their activity space unless they are actively participating in the activity. If your booking is for a meeting, it is encouraged that you continue to wear your mask while in the classroom and boardroom for the duration of the booking.
3. Social distancing will be requested while within the facility
4. Any participant who doesn't follow the protocol of mask wearing will be asked to leave, as per City of Edmonton by-law 19408.
https://www.edmonton.ca/programs_services/emergency_preparedness/covid-19.aspx
5. **Change rooms will not be available at the Saville Centre.** All participants are asked to arrive dressed in their gym clothes required for their activity.
6. Arrive at the facility no earlier than 15 minutes prior to your booked gym time. Please do not enter the facility more than 10 minutes before your booking and go directly to your activity space.
7. After your gym booking time is finished, you will have 10 minutes to leave the activity space & facility. No showers allowed.
8. Please follow directional signage as posted within the facility. Traffic patterns are designed to aid with social distancing when patrons are in common areas and to help avoid congestion.
9. **General public spectators are not allowed.** Spectators may be allowed for certain pre-approved groups but this must be arranged in advance so that the facility can plan for the appropriate cleaning protocols after each booking (with & without spectators). Spectators will only be allowed in certain areas and must follow the directions as provided for spectator traffic flow.
10. For participant drop off (young participants who need to be escorted into the facility). Only one parent or guardian is allowed to enter the facility to drop off a young participant for their program.
11. Water Fountains – only the water bottle filling station will be available for use, therefore participants are required to bring their personal water bottle.
12. Each booking group is to bring all of their own equipment. The following items will be provided for your booking.
 - a. Basketball: basketball hoops. 5' plastic table & 2 chairs for score keeping
 - b. Volleyball: volleyball net for each court booked
 - c. Badminton: badminton nets (6 per gym).
**additional equipment will only be provided on a case by case basis and may include extra charges due to cleaning requirements.

We appreciate that these rules are new to us all and we all need to do our part to be safe and follow these COVID guidelines for return to play. **If these rules are not followed, the potential risk of another full facility closure could occur.** Thank you in advance for your cooperation.



Booking Information:

Please submit the following information to your booking agent at least 7 days prior to your first booking date. Some information is used to plan full gym cleanings between booking groups and other information is required by the facility for AHS guidelines.

1. Return to Play plan checklist & review, as produced by the Provincial Sport Organization for that sport. Your booking agent can assist you with this requirement.
2. Capacity of participants for each gym booked
3. Cohort information. When offering multiple sessions for camps, please share the number of cohorts & the session times for each cohort.
4. Please indicate if you have plans to offer a camp and if you require a space for lunches or snacks. Locations will be assigned to you and in most cases you will be required to have your lunch within the gym you have booked.
5. Each booking organizer will be asked to collect the following information and screen each participant prior to participation in the activity on each booking day. Screening sheet will be provided by Saville Community Sports Centre.
 - a. Name of participant
 - b. Contact phone number & email address for each participant
 - c. Screen for covid symptoms

Rapid Response Plan

- booking contact will contact the customer service desk and inform them that one of their players has become symptomatic.
- Customer Service informs the booking contact to stop their activity, have the symptomatic person, as well as everyone in their group, immediately put on a mask and hand sanitize and to stay in the gym.
- Customer Service will ask the booking contact if the individual is able to leave the facility on their own. If they can then the individual would be directed to exit through the closest emergency exit avoiding all contact with other people. If they are not able to leave on their own then they would be taken to the Officials Lounge to isolate until they could safely leave the facility. Getting to the officials lounge may involve exiting the facility and reentering the facility in order to avoid other people.
- Customer service will immediately contact Operations who will ask all people in that booking to immediately leave the facility through the closest door (most likely an emergency exit).
- Operations will barricade / close the court and if they can complete a full court clean. If they are unable to complete full court clean immediately, they will turn off the lights to the court and mark on the facility schedule that there was a symptomatic incident and that the court needs to be fully cleaned before it can be used again.
- The incident needs to be recorded in the daily operator logs and the Facility Manager should be made aware of the incident immediately. The Facility Manager will be responsible for sharing this information with the Executive Director of the Edmonton Volleyball Centre Society
- The Facility Manager who becomes aware of a presumed or confirmed case will contact the Unified Communications Centre (UCC) at 780-492-5555 and provide their name, contact info, and request a call back from the EHS Member ONCALL.
- The Facility Manager will follow the direction of the EHS Member ONCALL and representatives of the Public Health Response Team (PHRT).