



Community Access to School Gymnasiums – User Information Guidelines

Use of Facility Permits

- Although fees are waived this year, permits are required for **any and all use of CCRCE facilities by community groups**.
- Users will be permitted access to the gymnasium area only.
- Facility use of gymnasiums by community can proceed for sports up to 9:30pm on weekdays and on weekends **if** custodial staff are available to be on site and ensure the facility is ready for students the following instructional day. Gymnasiums will not be available to community groups in the morning, before the start of the instructional day.
- Custodial staff are always booked by our CCRCE Property Services once a Permit is completed. Users will not clean CCRCE facilities.
- As per the Permit, all community usage will need to adhere to Public Health protocols such as contract tracing, gathering sizes, mask wearing, physical distancing, etc.
- Community users will be expected to ensure that any of its supervisors, members, guests or participants remain within the defined area stated in the facility use agreement. The users will also ensure that any of its supervisors, members, guests or participants will follow the Province of Nova Scotia “Coronavirus (COVID-19): Restrictions and Guidance” including those related to Gathering Limits which can be found at <https://novascotia.ca/coronavirus/restrictions-and-guidance/#gatherings>.
- **No spectators are permitted for any sporting events held in our schools.** Following Nova Scotia’s Back to School Plan, only players/participants, officials, coaches, instructors or anyone else who is essential to the activity is to be in the gymnasium.
- Contact tracing is required for any event, weekday or weekend. This **list must be maintained** by the community group in case of a Public Health request.
- Community groups will identify on the Permit if school equipment is required for use while at the gymnasium, so it can be properly disinfected before use by students the following instructional day. If this additional disinfection cannot be managed at the school level, community groups can be required to bring their own equipment.

Entrances

- CCRCE Property Services has identified the entrance and exit to be used. Only use designated entrances and exits (closest to the gymnasium) to avoid excessive traffic through the building.
- A table will be provided for sign in sheets (hand sanitizer will be available and provided by CCRCE). Groups must have a designated person at the entrance to ensure sign in occurs, sanitizer is used, and the proper security measures are in place (i.e. only essential persons, no spectators, etc.).
- Once the group has arrived in the building, the entrance/exit should remain locked to eliminate non-essential traffic into the building.

Washrooms

- CCRCE Property Services has designated washroom(s) and/or changeroom(s) for community usage.
- Showers will not be available for community use.

Cleaning

- CCRCE Property Services will be cleaning the facilities after community usage, and will also ensure that the building is secured.
- If a weekend booking is more than 4 hours in duration, there will need to be a break (minimum 1 hour) in the activity after 4 hours to allow disinfection of high touch surfaces.
- Where different groups are booked on a specific day, such as school based in morning and community in afternoon, the groups must be scheduled with a period of 2 hours from when on group ends and another begins to enable proper cleaning and disinfecting.

Booking a gymnasium

- How to book the facility:
 - Bookings are done through the Principal (or designate).
 - Bookings are then reviewed with CCRCE Property Services to confirm custodial staff are available for coverage.
- Events will need to be done by 9:30pm. That means all participants and adults will need to be out of the building by 9:30pm.
- All events will require a custodian present **the entire time**, plus additional time after for COVID cleaning.
 - The custodian will help to ensure the site is set-up to prevent movement through other parts of the school.

Payment for Custodians

- Custodians required for COVID cleaning outside of their regular hours must be paid through CCRCE payroll, not by any community group.

Other Important Information

- Masks will be required to be worn inside at all times except by those actively participating in the activity.
- **Custodians will open and close the building.**
- Community groups will be required to follow all Public Health protocols and follow school use rules or privilege of use will be removed.
- If the access to the gymnasium is misused (left in poor condition, failing to follow protocols, etc.) the community user will not be provided future access.
- The School Closure Policy is in effect. On a storm day (including inclement weather weekends), all events will be canceled.
- Users are encouraged to bring their own water and water bottle(s), since access to vending machines outside the gymnasium will not be permitted. Food will not be permitted in the gym by community users.