

ENTRANCE INFORMATION FOR CITY OF WATERLOO RECREATION FACILITIES

MINOR SPORT GROUPS

****PLEASE READ FULLY AND DISTRIBUTE TO MEMBERS OF YOUR ORGANIZATION****

Individuals entering a City of Waterloo recreation facility are required to:

1. Provide contact tracing information
 - a. Participants, volunteers, or staff of a minor sport organization will have already provided this information through their sport organization and will not be required to do so again at the door. ***Please ensure this practice continues.***
 - b. Parents / guardians, accompanying siblings, or spectators will need to provide their name and phone number upon arrival at the recreation facility.
2. Perform COVID-19 health screening
 - a. Participants, volunteers, or staff of a minor sport organization will have already provided this information through their sport organization, and will not be required to do so again at the door. ***Please ensure this practice continues.***
 - b. Parents / guardians, accompanying siblings, or spectators will need to answer the questions upon arrival at the recreation facility.
3. Show proof of vaccination as per [Ontario's Proof of Vaccination Policy](#). Please have documents ready and available to present when entering a municipal recreation facility.

1.0 COVID-19 Health Screening & Contact Tracing

The City of Waterloo will be performing active health screening and contact tracing for COVID-19 to all parents/guardians and spectators. At this point in time, paper forms will be used. The City is looking into digital solutions moving forward. A COVID-19 Health Screening / Contact Tracing Form is attached. Please circulate this to participants, parent/guardian contacts, visiting teams, etc., and encourage them to complete it prior to the arrival at the facility as it will help expedite the process at the entryway. There will be paper copies available onsite.

Organizations, who have agreed to the City's compliancy record stating they are responsible for contact tracing and health screening of their participants will not need to have their participants, volunteers, staff, coaches, etc., complete the City's health screening and contact tracing form.

The City of Waterloo may perform random compliancy checks and requests this information from sport organizations on short notice.

If players, parents/guardians, spectators, volunteers, coaches, etc., of visiting teams are not health screened by their local sport organization, they will be required to complete a City of Waterloo COVID-19 Health Screening form at the entrance upon arrival.

2.0 Vaccine Certification Screening

According to [Ontario's Proof of Vaccination Policy](#), beginning September 22, 2021 all individuals who are entering indoor City of Waterloo recreation facilities will be required to provide proof of vaccination along with an acceptable form of ID.

2.1 Proof of Vaccination

An individual is considered fully vaccinated against COVID-19 if:

- a) They've received:
 - i. the full series of a COVID-19 vaccine authorized by Health Canada, or any combination of such vaccines,
 - ii. one or two doses of a COVID-19 vaccine not authorized by Health Canada, followed by one dose of a COVID-19 mRNA vaccine authorized by Health Canada, or
 - iii. three doses of a COVID-19 vaccine not authorized by Health Canada; and
- b) They've received their final dose of the COVID-19 vaccine at least 14 days before providing the proof of being fully vaccinated.

Vaccine receipts can be printed or downloaded from the [provincial booking portal](#).

2.2 Identification

Acceptable forms of ID must include the name of the identification holder, and date of birth:

- Birth certificate
- Citizenship card
- Driver's licence
- Government (Ontario or other) issued identification card, including health card
- Indian Status Card /Indigenous Membership Card
- Passport
- Permanent Resident card

The name and date of birth on the vaccination receipt must match the name and date of birth on the identification.

Please have these documents ready to present when entering a municipal recreation facility. Information will be verified but not recorded.

Between September 22 – October 21, individuals may show either a paper copy or an electronic PDF of their proof of vaccination. Beginning October 22, individuals may choose to use the QR code as issued by the provincial government.

2.3 Exemptions

Exemptions under the Ontario policy include:

- Individuals under 18 years old who are entering the facility to participate in sport (e.g., organized league, pre-registered drop-in, swim lessons, etc.). Please note any accompanying guardians and/or spectators 12+ years old must show proof of vaccination and ID.
- Children under 12 years old
- Individuals who are entering the building to access critical services (e.g., food and vaccine distribution, voting, etc.)

- Individuals with a medical exemption. A written document from a physician (MD), registered nurse extended class (RNEC), or nurse practitioner (NP) will be required should a medical exemption be requested. The document must include:
 - The name of the individual seeking medical exemption, and must match the name on the presented ID
 - Name and contact information of the MD, RNEC, or NP
 - Logo or letterhead identifying the MD, RNEC or NP
 - Statement that there is a medical reason for the individual's exemption from being fully vaccinated against COVID-19
 - An effective time-period for the medical reason, including the date the individual is seeking access to the facility
- Coaching staff, and referees do not require proof of vaccine to enter city recreation facilities when their respective team(s) is (are) practicing or playing games, however they will need a letter from their sport organization, on sport organization letterhead, identifying them as a member of the coaching staff for the respective team(s), or as a referee so staff at the doors can permit them entry without proof of vaccination.

Please refer to [Ontario Regulation 645/21](#) for full details on vaccine certification screening.

3.0 Step 3 Protocols

Individuals must also continue to mask, maintain 2m distancing, provide contact tracing information, and perform active COVID-19 health screening.

Individuals are encouraged to refer to their organized sport association for full details as to their sports' Return to Play policies and procedures and sport association vaccination policies.

4.0 Entrance Information

4.1 Arrival time and dressing room access

- **Where possible, build in extra time to allow for necessary screening and vaccine verification when visiting City recreation facilities.**
- Screening will be required each and every time patrons enter the facility.
- Only entrances/exits identified for use are permitted for such. Do not enter/exit any other exterior door/s.
- Dressing rooms for ice customers continue to have limited maximum capacity (maximum capacity is posted on the door). Access to dressing rooms for ice customers is 30 minutes before the start time. **Sport organizations are responsible for ensuring maximum capacity limits are not exceeded at any time.** Sport organizations are to have plans to address participant access to dressing rooms while maintaining distancing. **Individuals are asked to come dressed as much as possible to reduce the amount of time required in the dressing rooms.** Ice customers have 15 minutes after their ice time to use and exit the dressing rooms, while maintaining distancing. Showers are not available at this time.
- All other dressing rooms are currently not available.
- Access to the gym, fieldhouse, and track is 10 minutes before start time.

4.2 Check facility specific procedures

Individuals are encouraged to “Check before they Rec” before arriving at any municipal recreation facility. Check the facilities’ webpages you are visiting about entering, exiting, access to dressing rooms, etc. There are differences in each facilities’ protocols, as each facility varies slightly from one facility to another. City of Waterloo recreation facility patrons are encouraged to visit www.waterloo.ca/covid-19 for COVID-19 info.

5.0 Important Additional Information

- All participants, volunteers, officials, spectators, patrons, parents, guests and general public are reminded to be respectful to facility staff and adhere to the [City of Waterloo Respectful Behaviour Policy](#).
- **Warm ups will not be permitted within any common area in the facility.** If necessary, please plan for warm ups to take place prior to entry into facility.
- **Sport organizations are requested to keep spectators numbers down.** Recreation facilities must maintain a limited maximum capacity in the facility overall as per the [Ontario Regulations 364/20](#). With many of the City’s recreation facilities having multiple uses and spaces, everyone needs to be considerate of the number of people present at their rental time so everyone in the facility can have access. The City maintains the ability to restrict access to the recreation facilities if the maximum capacities are reached.
- Food concessions are not open at this time.
- Sport organizations are to communicate these procedures and protocols to visiting teams, and their members/parents/guardians, etc.
- Subject to change based on federal, provincial, regional or municipal government policies and guidelines.