

COVID-19 SAFETY PLAN:

Adapted from materials from WorkSafe BC

In accordance with BC ReStart Plan, and with guidance from WorkSafeBC, the Oliver Community Arts Council has developed this COVID-19 Safety Plan for its facility use.

The COVID-19 Safety Plan must be communicated to and read by every person who is part of the rental group. One representative (who is also signatory on the rental contract) must initial and sign the safety plan. That person must also be in attendance during the rental period. The rental group must be prepared to enforce this policy with any visitors to the facility and any others who have not read the Safety Plan.

Failure to adhere to this plan could result in immediate suspension of your booking without refund, and cancellation of future bookings during COVID.

COVID 19 Health Policies:

The provincial health officer and the BC CDC have issued the following guidance around self-isolation:

- Anyone who has had symptoms of COVID-19 in the last 10 days must self-isolate at home; symptoms include fever, chills, new or worsening cough, shortness of breath, loss of smell or taste, sore throat and new muscle aches or headache.
- Anyone who has been around someone who is ill, presents with COVID symptoms, or is awaiting test results, and anyone under the direction of the provincial health officer to self-isolate must follow those instructions
- Anyone who has arrived from outside of Canada must self-isolate for 14 days and monitor for symptoms

The rental group **MUST** inform the OCAC if anyone in their rental group or any visitors become ill with COVID within 14 days of the rental.

Upon receiving any report of COVID-19 on the premises or suspected case (e.g. being tested), the OCAC will immediately close the facility and will contact BC health authorities. We consult with provincial health authorities on proper sanitization and re-opening. We will share personal information for the purposes of contact tracing if the need arises. All persons attending your rental must consent to the same.

Anyone suspecting they have contracted COVID should call 8-1-1 for an assessment.

Signage:

Signage is posted at the main entrance indicating who is restricted from entering the premises (including renters and visitors with symptoms).

Please follow instructions on signs where posted. These include: restrictions on entering, occupancy limits, effective handwashing practices, mask wearing, cleaning and disinfecting,

INITIAL:

Facility Risk Assessment:

The renter must be aware of areas within the facility that pose potential risks. These include:

Traffic Bottlenecks: entryway and hall, small kitchen, large kitchen, door and ramp to Bay 1, utility sink, washroom entrances, storage area and back exit door

Gathering Areas: as above. Anywhere people tend to gather together. Food preparation and food service areas, doorways, hallways, utility sink, parking lot.

Close Tasks: Anything requiring two or more people to work closely together. E.g. moving furnishings, cleanup, set-up, close instruction

Shared Equipment / Tools / Machinery: Any areas that will be touched on site during preparation or closing activities such as rollup doors, kitchen appliances, photocopier, paper cutter.

High Touch Surfaces: keys, door knobs, light switches, countertops, taps and faucets, tabletops, chairs, plinths, sinks and toilets.

These high-touch surfaces include any shared tools and supplies provided by the renter.

Risk Reduction Measures:

You must observe the following measures to reduce risk.

1. Maintaining Physical Distance:

A minimum distance of 2 metres, (6 feet) must be maintained at all times with all persons entering the property, or else occupancy must be reduced. Where spaces are tight, the OCAC will mark the floors in 2 m segments and / or post occupancy limit signs. Physical distancing must be maintained outside as well, in accordance with BC health protocols. Being outside does not preclude physical distancing requirements.

NO congregating in is permitted on the property, including doorways, foyers, and parking lots. At the conclusion of your booking, all participants must leave the facility immediately and not linger.

Work tasks that would typically be done by more than one person in close proximity must be discontinued unless wearing masks, following sanitary hands protocol, and limiting close proximity to less than 10 minutes, e.g. heavy lifting by two+ persons.

Where physical distance cannot be maintained

Masks are **required** on the premises at all times until further notice.

2. Occupancy Limits: Please observe Occupancy Limit signs where posted. To allow for foot traffic and physical distancing the **Maximum Occupancy Limit is 16 persons.**

Occupancy Limits in Small Areas:

Hallway: 2	Office: 1
Small Kitchen: 1	Large Kitchen: 1
Washroom: 1	Utility Sink: 1
Storage Area: 2	

INITIAL:

When tables are used, only ONE person is allowed per table to maintain physical distancing and hygiene.

Users must appoint one person who is responsible for counting occupancy and supervising physical distancing at all times. This should include properly spaced entering and exiting of the building to avoid crowding in bottlenecks.

The Occupancy / Distancing Person is: _____ **REQUIRED**

Contact Tracing: The renter is responsible for providing a method of contact tracing. Use the sheets and envelopes provided on site. Record the names and two contacts for all persons entering the rental space, both participants and visitors. E.g. email and phone. Do NOT share a pen. One person must be appointed to take responsibility for Contact Tracing, ensuring all attendees and visitors are recorded. The contact rep must complete the form, place in an envelope, and drop in the mail slot in the office door before leaving. This record will be retained for 30 days. You may make your own copy.

The Contact Tracing person is: _____ **REQUIRED**

Traffic and Airflow: Weather permitting, all doors must be opened for maximum air flow. Both roll-up doors must be open a minimum of 7 feet. Please secure all doors to prevent closing. Secure rollup doors by hooking chain link onto metal prong in such a way to maintain tension on the door.

If you cannot open all doors as described above (e.g. when using heat), all persons MUST wear masks.

Avoid the use of horizontal fans which may direct air from one person to another. Instead, turn up the ceiling fans in both bays to direct airflow DOWN to the floor. Remember to return these ceiling fans to the LOW settings in both bays before exiting the building. The fans should NOT be turned completely off.

Where participants and / or visitors are entering and exiting throughout the rental (e.g. an exhibit or sale), a traffic flow plan must be created and clearly marked. For example: "enter through the east door and exit through the west door", or "enter through the Bay 1 door and exit through the Bay 2 door".

Hygiene

The OCAC will provide: one bottle of hand sanitizer, liquid hand soap, paper towels

All users must sanitize their hands by using: the hand sanitizing station on the kitchen counter OR washing and drying their hands thoroughly in one of the washrooms. Please follow the protocols for hand sanitizing where posted. If users supply their own hand sanitizer, it must be an approved product with a DIN code. 60% concentration is the minimum for isopropyl alcohol or ethyl alcohol sanitizers.

INITIAL: _____

NOTE: Washing in warm soapy running water for a minimum of 20 seconds and drying thoroughly on a towel is considered the most effective way to destroy viruses.

Users should sanitize their hands frequently: on arrival and departure, after washroom use, before and after eating, after handling cash, handling common tools, equipment and supplies and touching other common surfaces.

OCAC strongly discourages the use of common tools, equipment and supplies.

Provide supplies for individual use, or ask users to bring their own supplies and not to share them. Any common supplies must be sanitized with bleach product between uses or hands sanitized. This includes writing tools, paints and paintbrushes, scissors, and other commonly shared craft items.

Food and Beverages:

NO FOOD or BEVERAGES may be served or shared. The kitchens are CLOSED to all food preparation and service. NO kitchen appliances may be used. NO utensils, china, glass or serving ware may be used. Renters may bring their own personal refreshments, utensils and dishes, to be eaten while physically distancing from others, stored in personal supplies and cleaned at home. NO food or drink may be stored on site.

Personal Supplies:

Personal belongings should be kept to a minimum. No clothing will be left on the premises. Artist smocks, aprons, and other work garments must be removed after use.

Cleaning:

Users must clean any common surfaces between uses, especially washrooms (toilets, faucets, sinks, door handles, garbage lids). **Users must appoint one person responsible** for cleaning common surfaces between uses. Cleaning supplies are located on the kitchen counter.

The OCAC will provide:

- gloves,
- clean rags
- dish detergent (cleaning before disinfecting, where soiled)
- all-purpose cleaner (cleaning before disinfecting, where soiled)
- bleach product (disinfecting)

Viruses remain on surfaces from 24 hours to 7 days. If rental is for longer than 1 day, the renter is responsible for cleaning all surfaces upon exit to ensure cleanliness on the following day: tables, chairs, counters, washrooms, handles, switches, appliances, telephones, power cords, and any common equipment tools and supplies used. Other renters will use the space after you. Leave it as you would like to find it.

The Cleaning Person is: _____

REQUIRED

INITIAL: _____

Illness:

Encourage participants to stay home if feeling unwell.

Plan ahead for a participant unexpectedly becoming ill on site. If anyone becomes ill on site, provision must be made for the person to be safely transported from the facility without risk to others. Plan who should be notified and how they will travel safely without compromising the health of anyone else present.

Complete and return this form BEFORE your rental booking.

The OCAC bears no responsibility for renters who do not abide by the COVID 19 health protocols for public spaces. The risk remains that a COVID 19 outbreak could occur despite the efforts of the landlord.

SUBJECT TO CHANGE WITHOUT NOTICE! This safety plan will be updated to follow new government guidelines whenever they become available.

Any questions or issues, contact OliverCAC@gmail.com or 250-498-0183.

*We / I have read, initialed, and agree to abide by the above instructions.
We / I have reviewed this COVID Safety Plan with all participants in the activity.*

Signature

Date

Rental Group

Event Name *(if any)*

Resources:

British Columbia Centre for Disease Control:

www.bccdc.ca

The most up-to-date and reliable source of information re: gov't restrictions & requirements.
COVID Home Page:

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19>

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/resources-at-a-glance>

Masks

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/prevention-risks/masks>

Cleaning and Disinfecting:

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/prevention-risks/cleaning-and-disinfecting>

Worksafe BC:

<https://www.worksafebc.com>

Interior Health Authority:

<https://news.interiorhealth.ca/covid-19/>

Government of Canada:

<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>