

SCRD Community Halls

COVID-19 Policies and Procedures

Date: July 15, 2020

Updated: August 5, 2020

Reviewed: Weekly

This Plan will be shared with all facility users and posted to the SCRD website.

REGIONAL DISTRICT PROTOCOLS

- Room capacity limits will be assessed based on 2M distancing requirements. This will be posted at the entrance to each facility and communicated to the user.
- Furnishings (tables and chairs) will be removed and reconfigured to ensure 2M physical distancing can be maintained.
- Hand sanitizer will be available at each entrance.
- Washrooms will be cleaned daily and hand soap available.
- Shared equipment will be removed such as: kettles, dishes, and coffee makers.
- Outside spaces will be made available to renters to ensure physical distancing requirements can be met.
- Facilities will not be offered to people who self-report illness or who have returned from international travel in the last 14 days.
- Facilities will not be offered to groups of more than 50 people.
- A two-hour timeline between bookings will be maintained to allow for cleaning.
- Frequent touch areas will be disinfected between bookings such as doorknobs, light switches and washrooms.
- Entrances and exits will be designated and marked to manage traffic flow.
- Where arrows for traffic flow are not possible, the rule will be for traffic to keep to the right.

FACILITY USER PROTOCOLS

Facility users will:

- Read and follow the latest Provincial Health Order for gatherings and events as issued by Dr. Henry found [here](#).
- Provide the first and last names and telephone number or email address of those who attend the event.
- Prepare a COVID-19 Safety Plan reporting on measures taken to ensure the safety of the participants which will be verified by the SCRD at the time of booking.
- Share the SCRD Community Halls COVID-19 Safety Plan and the Community Halls COVID-19 Policies and Procedures with all participants and will abide by the guidelines contained therein.

- Ensure no one attending the facility is ill or has travelled internationally in the last 14 days.
- Follow cleaning protocols as directed such as removing garbage, washing floors, and wiping surfaces etc.
- If using tables, ensure that no more than six patrons sit at a table, even if they belong to the same party, and there are at least two metres between the backs of the chairs at one table and the backs of the chairs at another table, unless the chairs are separated by a physical barrier.
- If live music is provided during the indoor event, install a physical barrier is required between the performers and the patrons which blocks the transmission of droplets produced by the performers, and at all events there is a three metre separation between performers, presenters, or presiders and patrons.