

# FANNY BAY COMMUNITY HALL COVID-19 PROTOCOL

Amended 21 November 2020

During the COVID-19 pandemic, all requests for rental of the FB Community Hall (the Hall ) and/or grounds will be considered for approval on a case-by-case basis, following FBCA COVID-19 protocols.

**MAXIMUM NUMBER OF PERSONS IN TOTAL AREA OF HALL AT ANY GIVEN TIME: 50** (including organizers & volunteers)

Individual Room Maximums: Main Hall 50 Dining Room 13 Kitchen 4 Studio 10

*NOTE: actual limits dependent upon safely maintaining 6 ft/2m social distance*

## To help prevent the spread of COVID-19, all user/rental groups are responsible for:

- Writing a COVID-19 safety plan to be given to the FBCA rental agent prior to the event. The plan should include all the ways you will reduce the risk of spreading the virus at your event (i.e. following BC Provincial Health Officer orders for gatherings and events, and/or guidelines from viaSport)
- following current COVID-19 rules as posted throughout the Hall:
  - Stay home if you have any COVID-19 symptoms, have been in contact with a person who is required to self-isolate due to COVID-19, or have travelled outside Canada in the last 14 days
  - **do NOT enter the Hall if you have travelled off Vancouver Island and/or had visitors to your home from off-Island in the last 14 days**
  - **Masks must be worn at all times while in the Hall**; practise social distancing; clean hands frequently; sneeze/cough into sleeve or tissue
- supplying hand sanitizer for participants (and masks if necessary) or requiring participants to bring their own
- designating a lead person to:
  - remind attendees of COVID-19 safe practices and encourage compliance throughout event
  - record contact information for each person and/or family group present during the event. Provide that information to the FBCA rental agent at the end of the event, to be kept for 1 month. This information will be used only by health authorities for contact tracing if required.
  - **turn on exhaust fans at start of event**
  - note, or designate another person to note, any touch points specific to your event which will require disinfecting at the end of the event. A touch point is any thing someone at the event has touched.
  - sign off on cleaning sheets at the end of the event, as posted in the room(s) you have used
    - cleaning supplies available in the main hall and in the kitchen
  - **at the end of the event, close all windows/doors**
  - remember to clean outside door handles on leaving

## Washroom Use:

- use the all-gender single washroom only (*as indicated by signage*)
  - If renters require additional washrooms to be available for their event, permission must come from rental agent prior to the event: Guideline: groups 20+ or event longer than 2 hours
- 1 adult/youth or 1 adult with children in washroom at a time
- washroom touch points to be wiped down by each user after use
  - details on sign in washroom
  - parents to supervise their children and clean after them as required

## Facility Touch Points to be sanitized at end of event by lead person:

- Washroom touch points (see sign in washroom)
- Kitchen touch points (if used, see sign in kitchen)
- Touch points in ALL areas your group has used, including but not limited to:
  - Door handles
  - Light switches
  - Thermostats (Main hall & Dining Room)
  - Hallway bench
  - Stair handrail
  - Chairs and Tables
  - Any other equipment anyone in your group has handled

**NOTE: If an inspection by a Medical or Environmental Health officer or other COVID-19 enforcement officer should occur during an event and any Provincial COVID-19 protocols or orders have not been met, any fines will be the responsibility of the user/rental group.**

**Signed as read & understood by authorized user/rental group representative:** \_\_\_\_\_

**Date:** \_\_\_\_\_