



Update: November 24, 2020

City of Maple Ridge COVID19 Facility Safety Plan – Hammond Hall Policies & Procedures

The City of Maple Ridge (CMR) has developed the following policies and procedures with the purpose of preventing the spread of COVID-19 and safely operating CMR facilities for use. These policies and procedures represent the standards that user groups must meet based on the information from the Provincial Health Officer (PHO) and the British Columbia Recreation and Parks Association (BCRPA). The City of Maple Ridge will continue to take direction from the advice of the PHO and the Provincial Government.

In this plan “users” includes all persons associated with the booking.

PHYSICAL DISTANCING

- All users must maintain a minimum physical distance of 6 feet / 2 metres from each other. This distance must be maintained at all times.
- Activities that cannot maintain this distancing are not permitted.
- Caretaker will unlock the door at booking start time. Users must stand 2 metres away from the door and maintain 2M distance from staff and/or caretaker at all times.
- Signage will be posted on site to address physical distancing and other health guidelines.

GATHERINGS

- The combined number of all users must not exceed 50 or the facility capacity.

FACILITY CAPACITY

- Facility capacity shows the maximum number of people the facility can hold while still accommodating 2 metre physical distancing. Users must not exceed 50, even if the facility capacity is higher.
- Capacity levels are derived from BCRPA restart guidelines and are intended to reduce capacity based on activity intensity. Level 1 is the lowest activity intensity (ie. meeting) and level 4 is the highest activity intensity (ie. spin).

Hammond Hall Spaces	Level 1 Capacity	Level 2 Capacity	Level 3 Capacity	Level 4 Capacity
Main Hall	50	33	25	20
Kitchen	5	N/A	N/A	N/A

HEALTH SCREENING

Before entering into a CMR facility, and throughout the activity, users should self-monitor for symptoms associated with COVID-19 by using the BC Health COVID-19 Symptom Self-Assessment Tool located here: <https://bc.thrive.health/> and answer the prompted questions, which include:

1. Are you experiencing symptoms consistent with COVID-19 (refer to the link above for the most up to date list of symptoms)?
2. In the past fourteen (14) days have you been outside of Canada or BC?
3. In the past fourteen (14) days have you been in close contact with anyone who is symptomatic or has been diagnosed with COVID-19?

If users answer 'yes' to any of the above questions, they must stay home or leave the facility immediately.

PERSONAL HYGIENE

- Users should practice proper "hand hygiene" techniques often, as it is the single-most effective way of reducing the spread of infection.
- Proper *respiratory etiquette* should also be followed.
- Touching your face, including eyes, nose or mouth should be avoided and hands washed or sanitized following such touching.
- Users will be responsible for the availability of hand sanitizer and encourage good hygiene amongst its participants.

CLEANING & SANITIZATION

- Facilities are cleaned once per day. High touch points are cleaned twice per day.
- Users will sanitize their own equipment and do so with their own cleaning supplies.
- Users are responsible for sanitizing tables and chairs before and after use.

SITE TOURS

- Caretaker will unlock door at booking start time.
- User group to stand 2M from door.
- User group to do walk through with caretaker and maintain distance throughout.
- Masks are required.
-

MASKS

- Masks are required in all common areas including line-ups, hallways, and washrooms.

BOOKING RESTRICTIONS

- Limited to one booking per day per facility.
- All Events and community-based gatherings as defined by November 19, 20 Public Health Order are suspended.

CONTACT TRACING

- The user hereby agrees that personal information provided by the user and/or its participants/members may be shared as necessary for the purposes of contact tracing if the need arises, and the user will obtain consent to such sharing of information from each of its participants/members prior to the first use of the Facilities.
- Events/Single Bookings | User must collect the name and phone number or email address of all attendees and provide the City a list within 24 hours of the booking. The City will keep a copy of the information and destroy after 30 days.
- Local Sport/Recurring Bookings | Users must collect the first and last names and telephone number, or email address, of all attendees; and retain this information for 30 days in case there is a need for contact tracing on the part of the medical health officer, in which case the information must be provided to the medical health officer.

EVENTS | SEATING, MUSIC, FOOD/DRINK

- Funerals, weddings and baptisms may proceed with a limited number of people and a COVID-19 Safety Plan in place. You can have a maximum of 10 people attend, including the officiant. Receptions associated with funeral, wedding or baptism receptions are not allowed.
- No more than six people per 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 an event indoors, a physical barrier is installed between the performers and the users which blocks the transmission of droplets produced by the performers, and there is a three metre separation between performers, presenters or presiders and users.
- If background music is provided by a live performer or performers or a disc jockey, a physical barrier must be installed between the performers or disc jockey and the patrons which blocks the transmission of droplets produced by performers or disc jockey, or there must be at least a three metre separation between performers and patrons.
- Users must not sing, engage in Karaoke or dance on the premises.
- Users must remain seated while consuming food or drink.
- If there is a self- service food or drink station on the premises,
 - hand washing facilities or alcohol-based sanitizers must be within easy reach of the station;
 - signs reminding patrons to wash or sanitize their hands before touching self- service food, drink or other items, and to maintain a two metre distance from other patrons, must be posted at the self-service station; and
 - high touch surfaces at the station, and utensils that are used for self- service, must be frequently cleaned and sanitized.
- Liquor service must stop at 10:00 pm

USER GROUP SAFETY PLAN

- User Groups must submit a safety plan outlining the following:
 - Physical Distancing Procedure
 - Frequent Hand Hygiene Procedure and Communication
 - Cleaning and Disinfection Procedure

- Adherence to capacity limits
- Participants who are ill procedure and communication
- Communication Plan
- Training Plan
- Emergency Procedures