

108 MILE RANCH

*Where human development sustains
a viable partnership with nature.*

COVID-19 SAFETY PLAN FOR 108 MILE RANCH COMMUNITY HALL

The 108 Mile Ranch Community Association (RCA) is required to prepare a written health and safety plan and post this plan within the community hall. The following plan has been prepared using the COVID-19 Safety plan document, received from the local Health Protection program, as an outline. Anyone using the hall must adhere to the guidelines as outlined in this document to help prevent the further spread of this deadly virus.

STEP 1 – ASSESS THE RISK

The virus that causes the COVID-19 spreads in several ways. It can spread in droplets when a person, coughs, sneezes or during conversations. It can also spread if you touch a contaminated surface and then touch your face. The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them and the more people you come near. The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.

Currently, we have a hall manager/janitor that is responsible for sanitizing the washrooms, door handles, chairs, tables and any other hall equipment that may be used, after a user group has left the premises. The hall manager will review the hall's safety plan with each contractor. This plan will be posted in the glass case at the main entrance to the building and posted on our web site.

<https://108ranch.com/hall-rentals/>

The following risks have been identified:

- Door handles – Front doors, gym doors, washroom doors, kitchen doors
- Washrooms - Use of washroom facilities (toilet, sinks, counters)
- Kitchen – cupboard doors, dishes, utensils, coffee pots,
- Light switches and electrical outlets
- Entering and exiting using same doors and stairways
- Social distancing during events

STEP 2 – PROTOCOLS TO REDUCE THE RISKS

To reduce the identified risks the following will be implemented:

- Door handles are sanitized after each user group has left
- Washrooms are limited to two persons and are sanitized after each user group has left
- Kitchen is inaccessible at this time by securing kitchen doors.
- Electrical- light switches and plug-ins in area used are sanitized after use.
- Entrance and Exit doors – Sanitizer stations will be available at every point of entry/exit. Gym doors need to be propped open when main hall in use and arrows on doors to indicate flow of

- traffic. Arrows on walls of stairs will also be posted to guide the flow of traffic when climbing or descending stairs.
- Hand sanitizer will be available throughout centre.
- Limiting number of people in space to promote social distancing.
 - **Washrooms** – maximum number is 2 persons at one time
 - **Main Hall** – maximum number is 50 (or as recommended by Medical Health Officer)
 - **Upper hall** – maximum number is 15
- Signage will also be posted throughout centre to promote washing hands, social distancing and maximum occupancy for each area.

STEP 3- DEVELOP POLICIES

1. It is our policy that anyone who has had symptoms of COVID-19 in the last 10 days is prohibited from entering our community hall. This would include:
 - Fever, chills, new or worsening cough, shortness of breath, sore throat and new muscle aches or headache;
 - Anyone directed by Public Health to self-isolate;
 - Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case.

2. Anyone renting the hall will maintain a log that includes the date, name of each person and a contact phone number or email address should contact tracing be required. This information must be held for a period of 30 days.

STEP 4 – COMMUNICATION PLANS

All user groups will be informed of the health and safety policies in place to prevent the spread of COVID-19. Signage pertaining to occupancy limits and effective hygiene practices will be posted in each area of hall. At the main entrance signage indicating who is restricted from entering the hall will be posted. The hall manager will bring any issues arising to the RCA Board of Director's monthly meetings. A notice will be posted on the outside front doors acknowledging that the 108 Mile Ranch Community Hall is adhering to the health and safety plan as outlined as per the Provincial MHO Order and from the local Public Health information.

If further information is required please refer to our website: <https://108ranch.com/hall-rentals/>

STEP 5 – MONITOR HALL USAGE AND UPDATE PLANS AS NECESSARY

Things may change in the coming weeks or months. The RCA will request a monthly update at scheduled board meetings from hall manager. Should a new area of concern be identified or something is not working the hall manager will bring it to the RCA who will take steps to update the policies and procedures as necessary.

The RCA Board of Directors ask you to support the current Medical Health Officer's orders regarding the use of wearing masks.