

Safety Addendum: COVID-19 2021

(Signature required at end of this document)

USER GROUP REQUIREMENTS

Rental groups are responsible for:

1. Completing A Safety Plan for Your Event

Two weeks in advance of your rental date we ask you submit a **COVID-19 Safety Plan** that clearly demonstrates how activities will be provided to align with the directives of the Provincial Health Office, local authorities, and other relevant regulators (IE WorkSafeBC).

Your Safety Plan must identify who will be responsible for ensuring compliance within the user group and must be posted by the organization and/or available on-site during activities. The plan also must be in compliance with the OLC's own OLC COVID-19 Safety Plan and guidelines found in this Addendum. As the group leader we expect that you ensure all participants are aware and are adhering with these specific COVID-19 Facility use plans and guidelines. E.g. keeping gatherings below 50 people and to adhering to posted room capacities.

Five Principles For Every Situation

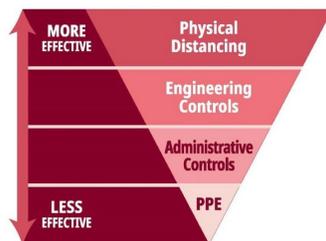
Personal Hygiene:	Stay Home if You Are Sick:	Environmental Hygiene:	Safe Social Interactions:	Physical Modifications:
<ul style="list-style-type: none"> • Frequent handwashing • Cough into your sleeve • Wear a non-medical mask • No handshaking 	<ul style="list-style-type: none"> • Routine daily screening • Anyone with any symptoms must stay away from others • Returning travellers must self-isolate 	<ul style="list-style-type: none"> • More frequent cleaning • Enhance surface sanitation in high touch areas • Touch-less technology 	<ul style="list-style-type: none"> • Meet with small numbers of people • Maintain distance between you and people • Size of room: the bigger the better • Outdoor over indoor 	<ul style="list-style-type: none"> • Spacing within rooms or in transit • Room design • Plexiglass barriers • Movement of people within spaces

The Restart Plan also includes the hierarchy of controls for COVID-19 which are fundamental to the information the recreation sector needs to restart operations:

Hierarchy of Controls For COVID-19

The hierarchy of controls is a framework for reducing transmission hazards. The most effective controls are at the top of the pyramid.

Source: Koehler, K, Rule A. Can a mask protect me? Putting homemade masks in the hierarchy of controls. [Internet] 2020 April 2. Johns Hopkins Education and Research Center for Occupational Safety and Health.



The purpose of Safety Plans is to identify the specific control measures that will be taken in order to mitigate the risk of virus transmission, the party responsible for ensuring compliance within the user group, and include but is not limited to, a plan on managing physical distancing, common touch areas, and flow of participants. To make the process easier, the OLC has adapted a template to use.

For non-profit groups, the organization's board of directors must approve the plan.

The Province has highlighted 5 principles for every situation in the BC Restart Plan, these are followed by OLC.

2. Completing a rental agreement with SD 47

This will include and providing all required documents including comprehensive liability insurance prior to utilizing the facility for organized activity.

OLC COVID-19 SAFETY PLAN

It is our expectation that User Groups develop their own COVID Safety Plans that include the following considerations (Source OLC COVID Safety Plan).

Before guests arrive, Group Leaders will:

1. Post signs:
 1. Those who may have been exposed to COVID-19 may not enter;
 2. <http://www.bccdc.ca/health-professionals/clinical-resources/covid-19-care/signage->
2. Work with OLC STAFF to install barriers where workers can't keep physically distant from co-workers, or others.
3. Ensure one non-shared space is reserved when allocating rooms as isolation in the case someone becomes ill during the event.
4. Ensure guests are healthy when they arrive by sharing this link <https://bc.thrive.health/covid19/en> Direct all guests to take it, and self-exclude if they have any symptoms
5. Group Leader must read and be familiar with this policy and the Centres COVID Safety Plan and specific COVID-19 Facility Guidelines
6. Two-weeks prior Group Leader must submit to their COVID Safety Plan developed for their operations

When guests arrive, Group Leaders will:

1. Have each attendee complete a waiver and register their attendance; ONLY registered guests may be onsite.
2. Identify and communicate rules and guidelines through training and signage for how guests or their staff should conduct themselves.
3. Implement the rapid response plan if a guest starts feeling symptoms by:
 - ✓ Immediately isolating the attendee from others;
 - ✓ Cleaning and disinfecting all surfaces that may have come into contact with the symptomatic guest;
 - ✓ Requiring hand hygiene and masking of the symptomatic guest;
 - ✓ The guest must isolate as soon as possible.
4. Encourage guests to wash their hands or use hand sanitizer with at least 60% alcohol content when entering and leaving the premises, before meals etc.
 - ✓ Provide hand sanitizer stations in the Lodge and any other common areas.
 - ✓ Self-serve coffee/tea is suspended until further notice. Guest fridge if being used should be shut OFF and is not to be used
5. Ensure guests follow building occupancy and capacity limitations:
 - Sleeping Cabins: Ensure beds are at least 2 metres apart, and head-to-toe. Use temporary barriers between beds, such as curtains.
Capacity: 5

- Main Lodge Capacity: 35, only greater if group is one cohort
 - Cabin 7 Classroom Capacity: When Used as Sleeping: 4, otherwise 12
6. Promote effective cleaning and hygiene practices by making guests aware of the location of all hand washing locations onsite. Work with OLC to increase daily cleaning and disinfection of common areas and surfaces. Pay particular attention to doorknobs, light switches, counters, washrooms and other high touch surfaces.
 7. Wear a mask if maintaining a 2 meter distance is not possible indoors or outdoors.

Food Service Specific Guidelines

- Service of food should only be done by having OLC staff serve guest directly in a file-by fashion (no “self-serve” buffets or “family-style” meals).
- Wait staff, servers and food handlers who work without a physical barrier between them and others when a two metre distance cannot be maintained should wear a non-medical mask.
- Staff should perform hand hygiene frequently.
- The frequency of cleaning and disinfection of frequently handled items should be enhanced.
- Any items (e.g. chairs, tables) provided for guest use must be cleaned and disinfected, after each rental.
- Do not supply shared table condiments (salt and pepper shakers, ketchup, hot sauce, etc.).
 - Use single serve items or have servers dispense upon request.
 - Food items, including beverages and condiments, should be served to guests by OLC staff.
- Do not pre-set tables with plates, napkins, glasses, and utensils and cutlery.
- Use rolled silverware. The person rolling and placing the silverware must follow good hand hygiene practices.
- Regulate the flow patterns of people through the line with designated “in” and “out” areas.
 - Place hand sanitizer with at least 60% alcohol content at the start of the line.
 - Prevent line-ups wherever possible by calling up certain tables at a time. Where line-ups are unavoidable, ensure that guests maintain physical distancing while waiting in line.
 - Provide markers for physical distancing in the service line-up. Keep line-ups at least two metres away from dining areas.
- Arrange tables and chairs so that a two-metre distance is maintained between the outer perimeter of chairs at each dining table.
- Aisles should be wide enough to allow room for people to maintain physical distancing.
- One-way traffic flow shall be maintained through the dining hall to help maintain distancing.
- After each meal, thoroughly clean and disinfect each chair and table.
- Each guest shall occupy only one seat per meal, in order to minimize multiple persons using the same chairs etc.

COVID 19 CANCELLATION REFUND POLICY

COVID Related Cancellations: This rental policy pertains to cancellations that are the result *only* of governmental restrictions and public health orders related to travel or stays at facilities such as ours. In the event of such restrictions or order the Booking Reservation Deposit would be returned completely less a 10% administrative fee. All other cancellations for any reason are subject to our normal Cancellation Policy.

ACKNOWLEDGEMENT

I confirm that I have read, understood and agree to the OLC'S COVID 19 Safety Plan and will do my utmost to ensure that my guests comply with the guidelines as stated.

Name of Group Leader _____

Signature of Group Leader _____

Date _____

Name of Witness _____

Signature of Witness _____

Date _____