

RECOMMENDED BEST PRACTICES DURING COVID-19
Presented by:
Carman Dufferin Recreation & Carman Community Hall

The Carman Community Hall is prepared to meet current Public Health regulations through the following Recommended Best Practices as outlined below. Additional actions will be addressed as mandated.

***Pandemic Response:** Changes effective **Monday November 9th, 2020** until revised by Manitoba Public Health.

- Carman Community Hall is in the Southern Health – Santé Sud health region and will fall under the Critical Level (red).
- Masks use is mandatory in indoor public places.

General	<ul style="list-style-type: none"> • Renters will be required to sign this COVID-19 agreement, agreeing to follow CDR guidelines. • Renters will assume the responsibility of ensuring public health orders are met. • Renter is responsible to conduct a screening process before allowing participants entry into the facility. Masks are mandatory. • The maximum size of gatherings is five people. This applies to ceremonies such as weddings and funerals and social events like banquets and receptions, as well as informal gatherings such as dinners and house parties. • Gatherings involving more than five persons may take place if: <ul style="list-style-type: none"> (a) the number of persons attending does not exceed 15 per cent of the usual capacity of the place or premises where the gathering is held (90ppl); (b) the place or premises where the gathering is held is physically divided into separate areas which contain no more than five persons each; and (c) persons in each area are prevented from coming into close proximity with persons in another area during the gathering as well as when entering or leaving. • (d) the renter is responsible to provide a plan to the Hall board to comply. • All community, cultural and religious gatherings are to be at 15 per cent of a site’s capacity or 100 people, whichever is lower. • The renter must appoint one individual to monitor patrons to ensure they adhere to physical distancing guidelines. • There will be COVID-19 related signage throughout the facility reminding patrons of physical distancing guidelines, hand hygiene and cough etiquette. • The Carman Community hall is cleaned after each event including, kitchen, tables and chairs, equipment, high touch surfaces, washrooms, etc.
Renter	<ul style="list-style-type: none"> • In accordance with the general provincial guidelines, The renter will have to self-screen before coming to the hall, and to stay home if they are experiencing any illness. Please follow the link below for the online self-screening tool before arriving at the facility. https://sharedhealthmb.ca/covid19/screening-tool/

	<ul style="list-style-type: none"> • The renter will receive written material as training in order to complete their responsibilities. The MB Guidelines at this link provided. http://www.manitoba.ca/covid19/restoring/celebrations-ceremonies-guidelines.html • Limit sharing of objects and tools by renter (e.g., mop & pail) or sanitize between uses.
Signage	<p>COVID-19 signage will be placed around all entries and throughout the hall outlining: (signs are posted already) If you require more signage, your more then welcome to add some.</p> <ul style="list-style-type: none"> • Physical distancing requirements • Prohibitions on attendance by sick or isolating patrons • Hand sanitizing and hygiene expectations • Coughing and sneezing etiquette • Cleaning and disinfecting practices, and numbers to call if you have any concerns <p>Masks are mandatory in this public space.</p>
Entering the Building	<ul style="list-style-type: none"> • Enter through the left set of main doors identified by signage. • CDR to provide hand sanitizer at the entrance to the hall. • Floor markings will be used to ensure 2 meter distancing at main entrance in case of a line-up. • Each facility user will be required to keep a list of the members of their group and contact information for 30 days to ensure appropriate public health follow-up can take place if a participant is exposed to Covid-19. • The renter of the facility is responsible for the actions of their group members. • The renter is responsible for pre-screening the group members: i.e. if they have been out of the province in the last 14 days or showing symptoms of Covid-19. • Anyone displaying signs of Covid-19 are not allowed to enter the facility. • Separation between door workers and patrons will need to be considered.
While in the Building during Rental	<ul style="list-style-type: none"> • Floor decals will be placed on the floor where people congregate (e.g. bar area, washrooms) to inform distancing guidelines. • CDR to provide hand sanitizer at high touch areas such as the bar area, kitchen, etc. • Seating arrangements will allow for a two metre separation between chairs (members of the same household do not need to sit two metres apart). • When standing at events, a two metre separation is also required for non-household members. • The conduct of specific activities at a community centre is governed by the applicable provisions of the most recent Public Orders at the time of rental that relate to the activities in question. (ie: performances, bingo, weddings, auctions, activities, programs, etc.) • Congregating or standing in hallways or common areas is not recommended.

	<ul style="list-style-type: none"> • Traditional greetings such as handshakes and hugging should be avoided. • During rentals high contact surfaces should be cleaned and sanitized frequently. • Shared equipment (e.g., microphones, control panel) must be cleaned/disinfected frequently and after each use. If shared equipment cannot be cleaned/disinfected between attendees, then it cannot be used. • Renter is responsible to ensure live bands (e.g., singing, musical instruments) are responsible to follow applicable guidelines for their discipline.
Leaving the Building	<ul style="list-style-type: none"> • Exit through the left set of main doors identified by signage. • Renter is responsible to ensure physical distancing is maintained when exiting the hall.
Washrooms	<ul style="list-style-type: none"> • Maintain physical distancing while waiting in line. • Every other urinal and sink are closed for physical distancing, each toilet has their own stall, they will not be closed. • Patrons to wash hands for at least 20 seconds with warm water and soap.
Kitchen/Catering	<ul style="list-style-type: none"> • Caterer/food provider must comply with all food handling guidelines. • Food will not be served in a buffet style. • Condiments will be available in single serve packets and/or upon request. • Caterer/food provider must frequently wipe down kitchen counter and high touch surfaces. • Caterer/food provider must adhere to enhanced hand-washing practices. • CDR will provide hand sanitizer for patrons to be placed in the kitchen.

We are continuing to monitor the COVID-19 situation closely and will follow the advice of the Province of Manitoba and health officials to adjust our business practices as needed.

I (renter) _____, have read and acknowledge the Covid-19 best practices for the Carman Community Hall.

Print Name _____ Signature: _____

Date: _____