

2243 Beacon Ave

Sidney, BC V8L 1W9

250-656-0275

[www.marywinspear.ca](http://www.marywinspear.ca)

COVID-19 Event Plan

Meeting/Event Name:

Date:

Contact Name:

Phone Number:

Email:

Number of People in Attendance:

Social Distancing Measures:

Number of People designated to assist in BC Health & Mary Winspear Centre protocols:

Room Location(s):

Entrance for attendees:

Exit for Attendees:

On-site Contact Name:

On-site Contact Phone Number:

It is mandatory for the client to send an email to all attendees prior to any meeting/event they host regarding the entrance & exit protocol as well as the screening process for attending meeting/events.

If you have one or more of the following criteria you will not be permitted to attend any meeting/event at the Mary Winspear Centre:

* Anyone not feeling well.
* Anyone who has traveled outside of BC within the past 14 days of the meeting/event.
* You or someone in your household exhibiting any symptoms (general feeling of unwell, fever, cough, sore throat, upset stomach, fatigue, sneezing or runny nose).
* You or anyone in your household has tested positive for COVID-19 in the past 14 days.

Clients must keep a record of attendance (name, phone number and email) for all attendees at the meeting/event. A copy of the attendance must be submitted to the Mary Winspear Centre at the end of the event. You must keep the attendance record for 1 month minimum after your event. This record of attendance will only be utilized (sole purpose of) in the event that there is a need for contact tracing on the part of the medical health officer. We do not share this information with third parties other than the medical health officer.

**The Mary Winspear Centre requires all attendees to follow the following protocols:**

* All attendees of meetings/events must follow the designated ‘entrance’ and ‘exit’ protocol as stated in the COVID-19 Event Plan.
* All attendees of any meeting/event must follow floor direction markings where applicable. This will help ensure social distancing.
* Maintaining a minimum of 6 feet spacing from non-household members while in the Mary Winspear Centre.
* Nothing can be moved by clients/attendees (ex. chairs, tables, etc.). If re-arranging is needed please contact the facility staff at 250 888 0100. Maintaining any setup of chairs & tables and limiting the amount that surfaces are touched is essential for the safety of our visitors attending the Mary Winspear Centre and our staff.
* Washroom facility is limited to one person at a time (small washroom located close to the Box Office).
* Personal garbage must be placed in the waste receptacles provided (ex. face masks, gloves, tissues, etc.).
* Food and/or drink sales are not permitted at this time.
* No shared drinks or food will be permitted.
* Please bring your own water bottle as our water fountains are currently closed.

**The Mary Winspear Centre will provide:**

* The Mary Winspear Centre will adjust staffing levels to ensure no more than 50 people in the building at a time
* A sanitized space to safely host your meeting/event.
* Facility staff on site to clean high traffic areas every half-hour (this includes door handles, ATM, tables). Washrooms will be cleaned frequently throughout the day.
* Hand sanitizer will be available upon entrance and exit of the building as well as during your meeting/event in an accessible location.

*Unfortunately due to the current limited availability of personal protective equipment the Mary Winspear Centre is unable to provide any face masks to our clients at this time. We do recommend the use of non-medical facemasks.*

By signing this document I acknowledge that I have read and understand the information provided.

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| Name: |
|  |
| Signature: |
|  |
| Date: |
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