

Covid 19 Protocol For In Person Tenant Meetings

November 2021

Accessing the Building:

- The maximum capacity for the large basement room is 32 people.
- The maximum capacity for the small basement room is 13 people.
- The maximum capacity for the meeting room on the main floor is 13 people.
 - *The capacity limits listed above are at the discretion of SPUC based on Public Health direction/advice and may change or be eliminated.*
- Meeting attendees must remain in the rooms assigned to their group.
- Meeting attendees will use the west facing door only. The door is to remain locked at all times.
- There is to be no food or drink of any kind inside the building.
- Coffee cups, etc. must be disposed of upon entry to the building in the trash receptacle inside the west door.
- **It is required that each group place hand sanitizer (minimum 70% alcohol) at the west entrance to the building to be used upon every entry into the building.**
- All those entering the building must self-screen. Anyone answering yes to any of the screening questions posted on the outside of the door may not enter the building.
- The group leader or appointee will remain at the door to admit members and to ensure the following Covid 19 procedures are followed.
- **Proof of vaccination requirements is the decision of the group**

Screening:

- The group leader or appointee will fill in the SPUC contact tracing form located inside the west facing door noting the group name in the column titled Group.
- The group leader or appointee will direct members to complete the group contact tracing. Appendix "A".
- The group must keep the list and make it available upon request.
- In the event of an outbreak, these contact tracing sheets will be provided to Durham Region Public Health at their request.

Physical Distancing:

- Two metres physical distance must be maintained by persons from different cohorts/households/bubbles at all times.
- Chairs must be set up two metres apart. People in the same household may place chairs together on an outside row (against a wall). This does not increase room capacity.
- Everyone in the building must ensure that travel through the building occurs in such a fashion that rooms do not become over capacity and that two metres is maintained in hallways and on staircases.
- Where more than one group is using the building at the same time, the organizers must coordinate to ensure that proper traffic flow is maintained.

Hygiene and Respiratory Etiquette:

- In accordance with current direction, anyone inside the building must wear a non-medical mask that covers the nose mouth and chin at all times, excluding group attendees who can prove exemptions, as documented by the group.
- At the end of the meeting the group leader or appointee(s) must wipe down all the chairs as they are returned to the storage area.
- At the end of the meeting the group leader or appointee(s) must wipe down all touch surfaces, all surfaces in both washrooms, doorknobs, light switches, banisters, alarm system keypad, and crash bar on the exit door.
- **It is the responsibility of the group to provide the appropriate sanitizing wipes and hand sanitizer for the use of their own group members during meetings and to complete the final sanitizing at the end of the meeting.**

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I _____ have read and will uphold the Covid 19 Protocols as set in this document.

We will post this document in a visible location at the entrance.

I will provide this document to all group facilitators and ensure their compliance.

Signed on behalf of the _____

Date:

Name Printed:

Signature: _____