

Appendix V – Evergreen Brick Works COVID-19 Guidelines

Health & Safety Protocols followed by Evergreen Brick Works (EBW) Staff and Guests at Events

As a response to COVID-19, Evergreen has established a Recovery Planning Committee, increased the frequency of Joint Health & Safety Committee meetings, developed the COVID-19 Guide and the Health and Safety Protocols for Events. In preparing these standards, Evergreen has relied on resources provided by various levels of government and public health officials, as well as best practices that have been shared with us from our industry contacts and partners. Given the rate of change and ongoing evolution of the pandemic, we will continue to review the latest information available, make evidence-based decisions, and update our protocols as needed.

Physical Distancing

Public health guidance recommends a physical distance of at least 6 feet be maintained between individuals. All EBW staff will be required to maintain this distance between guests and other staff members, wherever possible, for the duration of their shift. Wherever possible, on-site tasks and workstations will be set up to maintain this physical distance. In addition, guests at events who do not belong to the same Social Circle, to a maximum of 10 people, will be required to maintain 6 feet of distance for the duration of the event.

Use of Zone

All events on site will be hosted in a dedicated Zone, which has been carefully assessed to ensure there is minimal cross over by staff/guests/patrons/general public from other Zones onsite. All staff and guests are required to remain in the zone(s) that have been assigned to their event/activity. Questions about zones or how to navigate the site can be directed to the dedicated Venue Supervisor, and a supervisor should also be notified if emergency or other circumstances have required deviation from the assigned zone(s).

Hand Washing

All staff arriving to EBW must wash their hands at the beginning and end of each shift or break, after using the washroom, sneezing, coughing, touching their face, blowing their nose, cleaning, eating or drinking. Proper hand washing requires that hands are washed for at least 20 seconds with soap and water, and then thoroughly dried. In addition to these circumstances, staff should wash their hands at least every 60 minutes, or as required, and dry thoroughly. Where the situation prevents proper hand washing, staff will be instructed to use hand sanitizer as a back-up.

General Hygiene

Staff should avoid touching their face, and specifically their eyes, nose and mouth. It is also important that appropriate cough and sneeze etiquette is followed, meaning that a cough or sneeze should be covered with a tissue, elbow or sleeve, followed by a thorough hand washing.

Face Coverings

A mask that provides physical respiratory protection is required to be worn by all EBW staff during their shift. Event guests will be required to wear a mask in all indoor locations including Koerner Gardens with the exception of when eating or drinking. This includes hallways, washrooms and elevators. If a guest is unable to wear a mask due to health concerns, please speak to the event venue supervisor. To properly utilize a mask, staff will be provided the following instructions on how to safely put on and take off their mask:

- Wash hands prior to putting the mask on;
- Always put the same side against their face (to avoid putting a potentially contaminated side against the mouth or nose);
- Remove the mask using the straps, to avoid touching the parts of the mask that protect their face;
- Never share a mask;
- Wear a mask only according to the manufacturers specifications;
- Wash a cloth mask after each use.

EBW staff are welcome to wear either reusable black masks or the standard blue disposable masks. Staff will be required to wash reusable masks between every use. Third party event suppliers will be required to provide their own masks.

Guests who arrive at an event without a mask will be provided a single use non-medical grade mask. This will be billed to the event organizer at \$1 per mask required.

Uniforms

Staff will be required to bring their clean shift attire with them and change on site prior to their shift.

Cleaning & Sanitization

An Event Porter will be onsite at all events to ensure all high touch surfaces and areas will be cleaned and sanitized frequently. Hand sanitizer will be provided at entrance/exit points. Washrooms will be cleaned and disinfected every hour.

Government & Public Health Policies

Evergreen will uphold and enforce all policies for gatherings as defined by government and public health. Current regulations include limitations on gathering sizes, mandated use of face coverings indoors, dancing restrictions, as well as food and beverage service guidelines. Evergreen will continue to adhere to all policies in place for the date of the event. Your Evergreen Event Manager will work with you to design an event that adheres to the Covid-19 regulations as defined by government and health officials.

Prohibition and Notification Requirements

Any EBW staff or guest should not attend Evergreen Brick Works if:

- Are experiencing any COVID-19 related symptoms, such as fever, cough, sore throat, shortness of breath or difficulty breathing, or are feeling ill in any other way;
- Have recently travelled outside of Canada (last 14 days);
- Have had contact with a probable, or confirmed, case of COVID-19; or
- Are awaiting testing or test results for COVID-19.

Staff and volunteers are required to notify their supervisor if they begin to experience symptoms of illness during a shift. All staff members will be required to answer the above screening questions upon beginning their shift.

Attendance at an Event

EBW requires a complete list with phone numbers for all people entering the premise on an event day a minimum of 48 hours before the event begins. This includes guests in attendance, vendors hired by EBW and third party vendors arranged by clients. It is the responsibility of the client to provide this list inclusive of both guests and vendors. This information will be kept by Evergreen for a period of thirty (30) days following the event date. EBW will provide this information to Public Health in the instance where contact tracing is deemed necessary by local public health units.

Screening Requirements

All staff, vendors and guests will be required to complete an online screening prior to attending the Evergreen Event. A link will be provided to the Event host to distribute to their guests and vendors. The online screening is to be completed between 24 – 48 hours before the event. At arrival, Evergreen will:

- Confirm that the online screening was completed;
- Reconfirm that nothing has changed since the online screening was completed;
- Reconfirm that we have a contact number for each guest; and

Guests who are experiencing COVID-related symptoms, have traveled outside of Canada within 14 days, have contact with a probable or confirmed case of COVID-19 and/or are awaiting testing or test results for COVID-19 will be denied entry to the event. Guests and vendors who do not answer questions or fail to provide contact information will also be denied entry. If symptoms of illness develop while onsite at Evergreen, the person will be isolated until such time that they are able to leave Evergreen Brick Works.

Evergreen is committed to using 'safety first' as a guiding principle for hosting events. Evergreen will take all reasonable precautions to prevent and control infection and will remain focused on the health and wellbeing of our event guests, staff, volunteers, partners, program participants and visitors. Evergreen is committed to reducing infection and mitigating risk however, it is impossible to eliminate all risk of infection when groups of people gather together. Evergreen's COVID-19 policies may change without notice based on the recommendations of Public Health, Government Officials or as additional information and best practices become available.