

# The StoneHouse Hall

Home of the Peterborough Curling Club

A Message to our Valued Clients,

During these challenging times, as the situation with the COVID-19 outbreak is on-going, we want to inform our clients of the measures that we are taking to minimize impact and promote public health and safety. Above all, our top priority is to protect the health and well-being of our clients, workers, guests, and vendors, while continuing to serve you as a reliable source for your event gatherings. Please know we are thinking of you and as always we are available by phone or email for any advice or re-assurance you may need. This is a stressful time for everyone, and we will continue to be by your side every step of the way! If you need anything at all, please reach out to us!

In addition to our impeccable daily routines, we have taken many steps to help minimize potential health risks and protect those most vulnerable to the corona virus.

These steps include:

- Following recommended guidelines of the Health Canada and our local Health Unit
- Educating and implementing stronger health measures for all our staff - including social distancing, additional hand washing, and increased sanitation measures throughout our facility
- Asking workers to self-report to us if they have travelled to any high-risk areas, and stay home for at least 14 days
- Mandatory requirements for staff to stay home if they are not feeling well or exhibiting any covid 19 symptoms
- Putting into place our Covid-19 safety plan and updating it regularly as the situation changes (See Below)

Keep Well & Stay Safe

# Covid-19 Safety Plan

## **Measures we're taking:**

### How we're ensuring workers know how to keep themselves safe from exposure to Covid-19

- posting notices in common areas
- emails to management of any recent health announcements
- team meetings
- internal communications
- remind employees about available social and mental health supports
- share information to help our employees stay healthy while travelling between home and work
- train and review procedures often
- post covid-19 related information for employees and others entering the building
- screen employees upon arrival to work

### How we're screening for Covid-19

- use the Peterborough Public Health screening questions to screen all employees upon arrival at work for Covid 19 symptoms and other risk factors (example: close contact to cases or travel of hot spots)
- actively monitor employees for symptoms during their shift
- any persons entering our facility must answer the screening questions upon arrival and sign in
- signage posted at entrance ways with listed symptoms and asking people with any symptoms to not enter the building
- ensure employees are self monitoring for symptoms
- ensure employee access to Covid 19 self assessment on paper and online
- ensure employees know to contact management and how - if they are to self-isolate either by the self-assessment tools, public health or health care provider, or if they start to experience symptoms at work.

### How we're controlling the risk of transmission in our workplace

#### *Physical Distancing and separation:*

- maintain 2M separation between staff whenever possible
- all customer seating in a minimum of 2M apart
- floor markings to keep customers spaced and direct flow of traffic
- minimize contact with customers by maintaining a safe distance while handling goods and taking payments - non cash payments recommend (sanitizing hands etc between transactions)
- masks are mandatory for all staff at all times (unless exempt for medical reasons) along with a face shield and/or eye goggles
- masks are mandatory for all customers/guests except when they are seated
- staff ensuring that all customers are maintaining a safe distance

### *Cleaning:*

- providing access to staff and customers to clean hands by providing access to soap and water or alcohol based hand sanitizer
- mandatory hand washing with soap and water for all staff upon entering for work or each time they enter the kitchen
- mandatory frequent hand washing or hand sanitizing for all staff after contact with surfaces that have been touched by others
- encouraging customers to sanitize hands frequently after touching surfaces
- maintaining a regular scheduled cleaning of washroom facilities
- maintaining a regular schedule of cleaning and sanitizing of commonly touched surfaces such as entrance ways, counters, washrooms, door handles etc.
- sanitizing shared equipment (when sharing cannot be avoided)
- hygiene instructions posted throughout for staff and customers

### *Other:*

#### *(Weddings)*

- table place settings set up in accordance to public health protocols - glassware upside down on tables, cutlery rolled in napkin)
- condiments are individual packages unless same household is sitting together
- number of guests per table in accordance to public health guidelines
- signage posted for staff and customers on proper hand washing/sanitizing techniques, using proper etiquette for coughing and sneezing and to avoid touching eyes, mouth and face.
- security and extra staff to ensure all guests are following the public health guidelines.

#### *(in house functions)*

- paper menu/order forms for each customer
- pens/pencils for each customer and sanitized after each use
- takeout options by phone or website
- condiments are individual packages for one-time use by each customer and unused packages are disposed of
- cutlery and napkins are brought with food order to each individual customer
- ensuring no more than 6 people per table or number as directed by public health
- signage posted for staff and customers on proper hand washing/sanitizing techniques, using proper etiquette for coughing and sneezing and to avoid touching eyes, mouth and face.

### What we will do if there is a potential case, or suspected exposure to COVID 19 at our facility

#### **Step 1: Exclude symptomatic workers from the workplace**

If a worker calls in sick or informs us of symptoms, or close contact with someone with symptoms, they are asked to take the self-assessment. The worker is to follow any recommendations given by the tool,

including being tested and self-isolating. If there is any question as to their physical health, they are not required to come to work and will be asked to stay home until they are symptom free.

The worker is advised to contact their doctor or Telehealth Ontario at Toll-free: 1-866-797-0000 for further directions about testing and self-isolation. If a worker shows symptoms in the workplace, they are advised to return home and self-isolate immediately. If the worker cannot leave immediately, they will be isolated until they are able to leave. If the worker is very ill, 911 will be called and the operator will be notified that the person may have Covid-19.

## **Step 2: Contact public health**

We will immediately contact local public health unit for guidance on next steps. Public health will provide instructions and do contact tracing if needed. To support contact tracing, the following information will be provided:

- date and approximate length and frequency of interaction
- full name
- contact telephone numbers
- addresses (for workers) or the name of the visitor's business

## **Step 3: Follow public health guidance**

Local public health requires that:

- other workers who were exposed are notified and sent home to self-isolate, self-monitor and report any possible COVID-19 symptoms
- the workplace be shut down while the affected workplace or area and equipment are disinfected
- other public health measures are implemented

Disinfection of the premises will commence immediately, including possible shut down until all surfaces etc. have been thoroughly cleaned and sanitized.

Symptomatic employees may need to self-isolate for longer based on the advice of public health or their health care provider.