

## COVID-19 INFORMATION

# BEARSPAW LIFESTYLE CENTRE- COVID REPOSE PLAN ANNUAL FALL AND CHRISTMAS MARKET

The Bearspaw Lifestyle Centre (BLC) is committed to providing a safe and functional environment for all users of our facility. We have implemented a series of strategies for our staff and users, for each of the varied levels of our social gathering and recreation. Signage and sanitizers are located throughout our facility to encourage mask use, social distancing, and hand sanitizing.

### Guidelines:

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#### Distancing Measures –

Social distancing measures will be maintained through the following protocols:

- **Masks** must always be worn, for everyone while in the Bearspaw Lifestyle Centre. This includes the Set-up and Tear down phases.
- **2 metres social distance** must be maintained between all individuals unless those individuals are part of a family or cohort group. Vendors must follow this as well except when behind their booths.
- **Set-up phase** on Thursday will have vendors be given a specified time and entrance to move their booth material into the facility. Volunteers will be available to direct vendors.
- **All exterior doors will be locked except North entrance doors during Market Hours.** The North Door will be manned with volunteers to ensure no more than 150 guests (not including vendors) in the building at any given time.
- **Booth Spacing** will be six feet apart and will be monitored. Vendors must stay within their space. No booth creep will be tolerated.
- **Plexiglass Barriers** will NOT be provided for each vendor however, vendors can bring their own.
- **Entry via Designated Entry Doors Only** throughout the function. All exterior doors must always be closed and cannot be left propped open. Each vendor must bring enough supplies to see them through the day.
- **Maximum Covid Room Occupancy Number** on each room door and will be monitored. This number is set to ensure proper social distancing and must not be exceeded.
- **Maximum Function Occupancy:** 150 total guests, not including vendors. Vendors can have a maximum of two people at each booth and vendors must stay within their booth area.
- **No Sample Food** is allowed at any time inside or outside, to be displayed, provided, or given to anyone attending this function. The food truck vendors are the only vendors allowed to provide food to the public.
- **Food Truck Vendors**
  - **Line spacing** between individuals must be 2 metres
  - **Food service** will be overseen by a commercial caterer who holds a food handling permit and food service will be handled by qualified catering staff.
  - **No tables** or chairs can be set up for patrons.
  - **No shared condiment** containers, water jugs, etc.
  - **Regular sanitizing** of horizontal surfaces and high touch areas must be performed regularly throughout the market hours.
  - **Hand sanitizer** must be available at each truck.
  - **Washrooms** will be inside the hall and can be accessed through the main doors. Washrooms will be thoroughly cleaned regularly, and horizontal surfaces and high touch areas disinfected before/ after each function.
  - **Music** will be kept low to prevent attendees from leaning in to hear each other.

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## Cleaning –

Routine Cleaning Protocols will be followed daily with the addition of:

- **Floors** will be ensured to be scrubbed/ washed daily.
- **In-room horizontal surfaces and high touch areas** will be sanitized frequently through out the day.
- **Common areas/ washrooms** will be sanitized according to a posted schedule and cleaning times documented.
- **Water fountains** are disconnected.
- Fifteen **Hand Sanitizer Stations** are labelled and located throughout the facility and extra table stations will be added.
- **Waste Bins** will be emptied daily.
- **Non-toxic Electrostatic Fogging System** will be used to fog all rooms, tables, chairs and equipment at the end fo each day. The fogging liquid is a harmless very slightly acidic salt water which is electrostatically charged to help the vapour droplets to adhere to surfaces. It is safe to breathe and safe for all fabrics and surfaces. However, the BLC is not responsible for damage which may occur due to the fogging. If vendors are concerned about their merchandise or booths, it is the vendor responsibility to ensure that their items are covered and protected from fogging. For information on Non-toxic Electrostatic Fogging and its efficacy, please consult:
  - <https://pubmed.ncbi.nlm.nih.gov/32653307/>
  - <https://www.youtube.com/watch?v=89rupXfVofk>

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## Screening for Symptoms -

Event Symptom Screening for BLC Fall & Christmas Market:

Staff will screen users using the following protocols:

- **Facility Entry Check performed daily upon entry for all staff and vendors.**
  - **Temperature Check** via a handheld infrared thermometer will be performed for all people entering the building.
  - **Reporting “I’m clear of symptoms”** will be asked for and verbal or visible signs of symptoms will deny that person entry.
- **“Self-monitoring of symptoms” posters** are posted throughout the facility.
- **Covid Isolation Room** (next to the office) is open to isolate anyone who develops symptoms after entry to the premises. PPE and a resting area are available there for one staff and sick staff, vendors or guests.

Staff/ Volunteer Daily Sign-in

- **Sign-in** by staff and volunteers is mandatory daily at the office.
- **Stay-home Policy** instructs that any staff or vendors experiencing symptoms should self-isolate at home and follow Alberta Health Services (AHS) quarantine/ testing guidelines. Any staff or vendors who come to the Market with symptoms will be asked to go home and self-isolate. Vendors who leave or stay away due to sickness will not be penalized and will be given a pro-rated refund for the days they miss.
- **Provide Masks and sanitizer** throughout the facility for public use at the individual’s own risk. It is the responsibility of the renter to provide necessary Personal Protective Equipment for staff and users.

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### Personal Protective Equipment (PPE) –

- **Masks are mandatory** for staff, vendors, and patrons. Since we are not providing 2 metre barriers in front of each booth this mask rule is imperative.
- **Sanitizing liquid** with no less than 70% alcohol provided by the vendor and must be available at each vendor table.
- **Masks and sanitizer** will be available at the main entrance of the facility. As well, numerous labeled sanitizer stations will be placed on walls and tables throughout the facility.
- **Signage** encouraging the use of masks and sanitizer are located at various places in the facility.
- **Physical distancing barriers** are in use where necessary.
- **Touching of Merchandise** by guests is not recommended, however if the vendor wishes to allow it, the guest must be asked to sanitize prior to touching.

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### Responsibilities

#### BLC Responsibilities

- **Responsibility for adherence to protocols** is the responsibility of staff and volunteers to carry out. Members of the public are free to note any deficiencies in our policies or implantation to office staff.
- **Designated Covid Response Manager** will be determined from the BLC or volunteer staff daily and their name will be posted on the office door. It is the responsibility for that staff member to ensure that Covid protocols are being adhered to by staff and volunteers through monitoring.
- **Non-compliance to protocols** by staff/ vendors or guests will result in **ONE WARNING** to correct and if the corrections are not completed, the staff/ volunteer or attendee will be asked to leave the facility.
- **Event Stoppage** may occur with no notice should the Covid Response Manager determine it necessary. All staff/ volunteers and attendees will be asked to leave the facility immediately and must comply.

#### Vendor Responsibilities

- **Each vendor is responsible** for complying with the entire Covid Response Plan. Should staff see protocols not being followed, the vendor will be given **ONE WARNING** to correct and if the corrections are not complied with, the vendor will be asked to leave the facility immediately and forfeit all monies and fees.
- **Use at own risk.** It is the responsibility of each vendor and attendee to determine their own level of risk when using the BLC facilities. The BLC has provided certain supplies and the protocols listed above as rules for vendors and guests. It is up to the vendor to ensure that the Covid Response Plan is complied with during the function and the Bearspaw-Glendale Community Association and the Bearspaw Lifestyle Centre assume no risk or responsibility to vendors or guests for sickness, injury or poor health.

**The BLC reserves the right to cancel and change any aspect of the Bearspaw Annual Fall & Christmas Market with no notice. The Bearspaw Lifestyle Centre will not be responsible to repay vendors any monies lost due to changes or cancellations but may choose to refund booth fees based on the BLC's own determinations.**

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Notes: