



Town of Pilot Butte Community Hall COVID-19 Guidelines

Introduction

The guidelines below have been put in place by the Government of Saskatchewan and the Town of Pilot Butte. They are intended to provide information on banquet, meeting or social gatherings taking place in community halls, private rooms at restaurants, convention centres, conference and hotel meeting rooms and other indoor venues.

It is important to note that these guidelines have been developed at a time where virus transmission rates have been reasonable low and manageable. However, should transmission rates increase and outbreaks becomes more widespread, more rigorous mitigation measures may be necessary, including the possibility of restricting or cancelling gatherings and events.

General Guidance

Mask use is mandatory as per the Public Health Order. Masks must be worn at all time while in the facility.

Renters are required to submit a floor plan (template attached to Rental Agreement) to the Recreation Department 5 days prior to the event for approval. The Recreation Department will be doing all set up and take down.

COVID-19 spreads from person to person, most commonly through respiratory droplets (generated by **coughing, sneezing, laughing, singing, shouting or talking**) during close interactions (i.e. within two meters). The virus can also spread when people touch surfaces containing the virus and then touch their mouth, nose or eyes without washing their hands.

Individuals who are ill or displaying symptoms for COVID-19, even if mild, must stay home and not participate in gatherings or events.

Seniors and those who have compromised immune systems or other underlying medical conditions are at higher risk group should consider joining gatherings remotely (e.g. via video calls, live streams) or take extra precautions, such as wearing a mask, for in person gatherings.

Gathering size per banquet/conference room must comply with the public gathering restrictions as per the current public health order. **The Pilot Butte Community Hall event/gathering size limit is set to 25 people as per the Public Health Orders until further notice.**

- **Seating for the event must be static and pre-assigned, and arranged so that three metres (9 feet) of physical distancing is maintained between households**
- **Food and beverages may not be present or served**
- There must be no more than four people seated a table, even if they belong to the same group

Attendees are to remain seated expect to use the washroom or enter/exit the premises.

The number of tables and chairs used must be kept to a minimum.



The Renter is responsible for ensuring these guidelines are followed. It is strongly encouraged that attendees and volunteers be familiar with the guidelines.

Limit the duration of the event. Encourage attendees to arrive as close to the scheduled event time and where possible, proceed directly to their seats. Attendees should leave immediately following the event/gathering to discourage gathering in common areas.

Greetings that require close physical contact, such as handshakes, high fives, fist bumps and hugs, should be discouraged.

Microphones are not available for use until further notice.

Dance floors and karaoke are not permitted until further notice.

Live DJs are permitted, but must ensure physical distancing at all times. Music should be played at a moderate volume to prevent shouting.

Dishes are not available for rent until further notice. Disposable dishes should be used.

Cashless or no-contact payment should be used as much as possible, with physical distancing being observed at all times.

A response plan should be in place if an attendee develops COVID-19 symptoms while at the venue.

Physical Distancing

Public and staff, with the exception of household and extended household contacts, must maintain a minimum of physical distance of two metres from others in all areas.

Seating areas are subject to the following:

- **Seating must be static and pre-assigned**
- Physical distancing is required between individuals with the exception of household and/or extended household groups
- Leave alternating rows empty and provide signage where necessary
- Events and gatherings with seating should have assigned seating, where possible. Where table seating is provided, **limit seating to four individuals per table**, with three metres (9 feet) between tables or two metres (6 feet) with an impermeable barrier between tables

Renters must establish facility/area plans that include visual markers, such as barricades, floor markers, signage, etc., to encourage and support proper physical distancing. Areas of concern include common areas, seating, walkways and washrooms.

- The Town of Pilot Butte will provide some general signage that will permanently stay displayed.
- Any additional signage is the responsibility of the renter.

Activities that do not allow for physical distancing are not permitted. This includes party games, physical activity and crowding together for photographs.



Cleaning

The Town of Pilot Butte has updated their cleaning and disinfecting protocols and increased the frequency that cleaning and disinfecting is done.

A disinfecting cleaner will be provided to the Renters for use during the event/gathering.

Town of Pilot Butte Staff will set up tables and chairs as per the renters plan and will take down tables and chairs after the event concludes.

Hand Hygiene

Renters must promote and facilitate frequent and proper hand hygiene

- Renters should provide additional alcohol-based hand sanitizers approved by Health Canada (DIN or NHP number)

Town of Pilot Butte will post some information around the event/gathering area that remind attendees to practice respirator etiquette and hand hygiene (i.e., entrances, washrooms). Encourage your attendees to follow these protocols.

Food Services

Food and beverages may not be present or served at indoor events

Drinking fountains are closed. The water bottle fill station is open.

The Renter is required to follow all COVID-19 protocols as noted in this document, as well as those in the facility agreement. Renters and attendees of the event/gathering will be monitored by Town Staff to ensure that protocols are being followed. If protocols are not being adhered to, the event/gathering may immediately be terminated without notice.

I have read and understood the Town of Pilot Butte Community Hall COVID-19 Guidelines.

Signature: _____

Date: _____

Updated January 19th, 2021