

Sons of Norway – Eidsvold Lodge #7-53

COVID-19 Safety Plan

BC's Public Health Officer issued an Order on May 14, 2020, requiring all organizations to develop a COVID-19 Safety Plan to minimize the risk of transmission to protect members, workers and the public.

SON #7-53 is a non-profit, fraternal member organization that owns and operates a facility at 1110 Hillside Avenue, Victoria BC. The facility is used by members for meetings and cultural events and is rented to other groups for meetings and cultural events attended by the public. The facility is operated by volunteers including a Board of Directors, which delegates tasks to various committees including the Hall Board, Social Committee (kitchen), Cultural Committee (classes), Library, Sports and Recreation, and COVID Committee. The facility has a contract caretaker who lives in a separate residence on the property. The facility has no employees.

The COVID Committee is responsible for developing, monitoring, and amending (where necessary), SON #7-53's COVID-19 Safety Plan. The Safety Plan was developed using the WorkSafe BC template, together with a detailed assessment of SON #7-53's facilities and specific needs.

The Board requires all members, visitors, workers, and the public who enter its premises to comply with all Provincial Health Officer Orders, our COVID-19 Safety Plan, and the directions of the Board, its committee chairs and event supervisors. Violence or aggressive misbehaviour toward SON #7-53's Board, members and agents will NOT be tolerated. Please ***Be Kind, Be Calm, Be Safe.***

COVID-19 Transmission

The virus that causes COVID-19 spreads in several ways:

- In droplets when a person coughs or sneezes.
- If you touch a contaminated surface and then touch your face.
- The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near.
- The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.
- The closer together people are and the longer they are close to each other, the greater the risk.

Facility Risk Assessment

The Board, in consultation with its COVID Committee, completed a risk assessment of our facility and operations as required by BC's Provincial Health Officer, including:

- ✓ consulting with the Board's committees, our maintenance and cleaning contractors, members (including those who may be event supervisors), and others with relevant expertise;
- ✓ identifying areas within our facility where people gather and meet;
- ✓ identifying tasks and processes where members, contractors, and the public are close to one another;
- ✓ identifying the tools, machinery, and equipment that are shared for events; and
- ✓ identifying surfaces that people touch often, such as doorknobs, handrails, and light switches.

Protocols to Reduce Risk

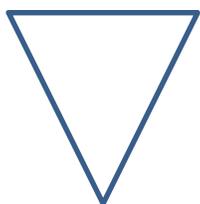
We reviewed all orders, guidance, and notices issued by the Provincial Health Officer, the BC Centre for Disease Control, and WorkSafe. We will continue to monitor the information from these and other sources to ensure safe operation of our facility and will update our COVID-19 Safety Plan as required.

We reviewed industry-specific protocols relevant to our facility and implemented them to the extent that they apply to the risks for our facility. We identified and implemented additional protocols where industry-specific protocols did not address all the risks for our facility. We will continue to monitor government, health and industry guidelines and will implement those that apply to our facility.

We reviewed our operations and available capacity to ensure we have sufficient coverage and resources to effectively operate our facility in compliance with health and safety requirements.

Part 1: Reduce risk of person-to-person transmission

We reviewed the four levels of protection required to develop risk reduction protocols.



- First** level protection (elimination) - limit the number of people
- Second** level protection (engineering) - barriers and partitions
- Third** level protection (administrative) -rules and guidelines
- Fourth** level protection - use PPE (with other measures)

First level - limit the number of people/events

Limiting the number of people in our facility is an important way to ensure social distancing. BC's Public Health Officer has prohibited public gatherings of more than 50 people (including staff, volunteers, etc.) for all one-time 'events' (an 'event' also includes a meeting).

- We have established and posted signs showing the COVID-adjusted maximum occupancy limit for our facility (**not to exceed 50 people at any one time or event**) and its specific areas. These limits may change over time or where circumstances warrant:

Maximum Occupancy Limits

Area	Maximum No.
Large hall area (5 x 5 table rows)	25
Small hall area (3 x 4 table rows to allow kitchen access)	12
Upper kitchen	4
Lower kitchen	2
Stage area	3
Library	2
Office	1
Washrooms (1 separate handicapped, 1 stall)	2
Bar area/coat room (1 in each area at a time)	2
Basement Meeting Room (controlled use/access)	0

- We have:
 - ✓ reduced the number of people using our facility, changed the format of our meetings, rescheduled tasks and events, and limited rentals of our facility for the immediate future;

- ✓ implemented measures, including reduced maximum occupancy limits, to maintain social distancing of at least 2 metres wherever possible; and
- ✓ limited the number of events held in one day, and each week, to allow for proper cleaning.

Second level - barriers and partitions

We will install barriers where proper physical distancing cannot be maintained and will include barrier cleaning in our cleaning protocols.

Third level - Rules and Guidelines

We have identified rules and guidelines for those using our facility. See attached Schedule A.

We have clearly communicated rules and guidelines to users through a combination of training and signage.

Fourth level – Personal Protective Equipment

If the first three levels of protection are not enough to control the risk we will recommend the use of non-medical masks, gloves, and other protective equipment where necessary. We:

- are aware of the limitations of non-medical masks to protect the wearer from respiratory droplets and understand that masks should only be used in combination with other control measures or when other control measures cannot be implemented;
- have reviewed the information on selecting and using masks and instructions on how to use a mask;
- have trained members, including event supervisors, in the proper use of masks and gloves, and the proper disposal of used items; and
- will encourage all visitors and members to wear their own masks.

Part 2: Reduce risk of surface transmission through effective cleaning and hygiene practices

Frequent handwashing and good hygiene practices are essential to reduce the spread of the virus. We have:

- reviewed information on cleaning and disinfecting surfaces to reduce transmission risk;
- ensured that our facility has enough handwashing facilities for all attendees and that handwashing locations are visible and easily accessed;
- implemented policies that specify when those using our facility must wash their hands and we have communicated good hygiene practices to everyone;
- implemented cleaning protocols for all common areas and surfaces — e.g., washrooms, tools, equipment, shared tables, desks, light switches, and door handles -- including the frequency that these items must be cleaned (number of times per day) as well as the timing (before and after each use/event);
- ensured that those who are cleaning have adequate training and materials; and
- removed unnecessary items and equipment to simplify the cleaning process.

Develop and Implement Policies

We have developed policies to manage our facility, including policies around who can be at the facility, how to address illness that arises, and how users can be kept safe as we resume modified operations.

We have a zero tolerance policy for violence or aggressive behaviour at our facility. We will ensure that members, supervisors, and contractors have the training and strategies required to address the risk of violence that may arise as customers and members of the public adapt to restrictions or modifications for the facility.

Our policies ensure that anyone showing symptoms of COVID-19 is prohibited from the facility including:

- anyone who has had symptoms of COVID-19 in the last 10 days (symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache);
- anyone directed by Public Health to self-isolate; and
- anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms.

Our policy addresses those who may start to feel ill at our facility including the following:

- anyone who develops mild symptoms will be asked to wash or sanitize their hands, be required to put on a mask, and asked to leave the facility immediately and be advised to go straight home, consult the BC COVID-19 Self-Assessment Tool, or call 811 for further guidance related to testing and self-isolation;
- if a person becomes severely ill (e.g., difficulty breathing, chest pain), we will call 911; and
- we will thoroughly clean and disinfect any surfaces with which the ill person came into contact.

Communication Plan and Training

We will ensure that all persons know how to keep themselves safe while at our facility. We have:

- a training plan to ensure everyone (including event supervisors, cleaners, members) are trained in our policies, rules and guidelines, including the requirement to stay home when sick;
- posted signage at the facility, including occupancy limits and effective hygiene practices;
- posted signage at the main entrance indicating who is restricted from entering the premises, including those with symptoms; and
- trained event supervisors and others to monitor those using our facility ensure policies are being followed.

Monitoring and Updating

Members, contractors, event supervisors, and others are encouraged to identify any areas of concern or areas for improvement and bring them to the attention of the Board or the COVID Committee for review.

We have a plan in place to monitor risks and we will make changes to our policies and procedures as necessary in consultation with the relevant committees, members, and others.

Assessing and Addressing Risks from Resuming Operations

Since we have not operated our facility for some months during the COVID-19 pandemic we have:

- reviewed the risks arising from restarting the use of our facility;
- developed a training plan for new members, users, contractors and for those taking on new roles or responsibilities, including event supervisors;

- included in the training plan changes to our operations including new equipment, processes, and guidelines;
- reviewed the start-up requirements for equipment and machinery that have been out of use; and
- identified a safe process for cleaning systems and other items.

Schedule A

SON #7-53 – COVID-19 Rules and Guidelines

This Schedule forms part of the SON #7-53 Safety Plan.

General Rules and Guidelines

Maximum occupancy of our facility has been reduced from 149 to **no more than 50 persons in total at each one-time 'event'**, subject to specific limits in facility areas

1. We have posted a Front Entry Visitor Checklist reminding anyone with symptoms, who is self-isolating, or returned from outside Canada within the last 14 days (or who has been in contact with one of those persons) that they **MUST NOT** enter the facility.
2. Anyone who feels ill while at the facility must tell an event supervisor or Board member.
3. We recommend that those who are, or have family members who are, immunocompromised not attend the facility at this time.
4. For each 'event' (including meetings), one person will be designated as the 'event supervisor' to monitor compliance with the Safety Plan.
5. We have developed 'work teams' who will work together so that if one team becomes infected, this will minimize the risk to other teams.
6. Increased cleaning and disinfecting protocols have been introduced (see details below and in each section).
7. Ventilation will be increased wherever possible (HVAC system, open doors/windows, etc.). The overhead fans can be used but not floor fans.
8. Interior doors should be left open where possible to reduce the use of door handles.
9. Separate in and out doors have been designated and signage posted.
10. Directional markers and cues (floor tape, etc.) will be installed to assist in managing flow and social distancing.
11. Those who use the facility will be reminded of the importance of frequent and proper handwashing. Gloves do not replace handwashing. Proper hand hygiene must be practiced as regularly as if gloves are not worn.
12. There will be hand sanitizers stations at entrance and exit doors and throughout the facility, sufficient handwashing supplies in the washroom and kitchen areas, and signage posted (including the BC CDC Hand Hygiene poster) to encourage frequent and proper handwashing techniques.
13. Reminders regarding proper sneezing and coughing etiquette will be posted.

14. For each instance in which the facility is used (an 'event', which includes a meeting), a list of those attending, including a contact telephone number or email, will be kept for at least 30 days after the event as required by the Provincial Health Officer for contact tracing.
15. No hand shaking or hugging until safe to do so.
16. Those attending will be reminded not to congregate in close groups.
17. We recommend the use of non-medical masks while at the facility (except for those working in the kitchen areas, where masks and gloves are required while working with food).
18. Meetings outside (including the parking lot or other locations) will meet social distancing and other guidelines.
19. No gatherings will be permitted that involve singing, instruments where droplets may be expressed, or other high risk activities.
20. Additional garbage bins have been placed throughout the facility and will be emptied and sanitized frequently.
21. If paper signage is used, it will be dated and discarded monthly or as required. If laminated signage is used, it will be wiped down regularly.

Lodge Member and Board Meetings

1. We have not held monthly member meetings since March 2019 and will look at options for holding member meetings.
2. Board meetings and committee meetings are being held at the facility, subject to proper social distancing requirements and only open to Board and committee members, and invited guests (no other guests).
3. We will not use our meeting regalia until it is safe to do so due to cleaning challenges.

Main Hall Areas

Maximum occupancy of the large hall section is 25 persons (5 x 5 table rows)

Maximum occupancy of the small hall section is 12 persons (3 x 4 table rows to permit kitchen access)

1. Tables and chairs will be set up to ensure social distancing is maintained.
2. Chairs, tables and other furniture and equipment not required will be set aside and designated for non-use.
3. Tables and chairs used will be cleaned and disinfected after each use.
4. Only one-time use tablecloths and napkins will be used if necessary (no cloth tablecloths or napkins).
5. Only pre-packaged food items for sharing should be brought into the facility for meetings but those using the facility may bring their own food items to consume.

Stage Area

Maximum occupancy of the stage area is 3 persons

1. Use sound equipment only where necessary, increase cleaning of sound equipment, use covers for microphones.
2. Performances remain limited by the Provincial Health Officer (no singing, instruments that create droplets including brass or reed instruments, etc.).

Upper (main) Kitchen

Maximum occupancy of the upper kitchen, main area, is 4 persons

1. Those working in the kitchen will be organized into kitchen teams by the Social Committee. Kitchen teams will work together so that if one team becomes infected, this will minimize the risk to other teams.
2. Preparation and food service are permitted, subject to certain guidelines:
 - a. only pre-packaged items may be served, items can be prepared in the kitchen and pre-packaged by the kitchen team or pre-packaged meals may be delivered by a restaurant or food service;
 - b. no buffet style meals, shared dining (food, implements), or pot lucks are permitted for now;
 - c. those working in the kitchen or bar areas involved in food or beverage preparation or serving must wear a non-medical mask and gloves;
 - d. only one-use items will be used (ex. tablecloths, napkins, wooden stir sticks, sugar packets, individual creamers, etc.); and
 - e. coffee and tea will be served by the kitchen team, not self-serve.
3. Proper handwashing and sneeze/cough protocols must be followed.
4. Those who handle clean items and food cannot also handle dirty or used items, and vice versa.
5. All items and equipment used must be thoroughly cleaned and disinfected after each use.
6. A plexiglass (or similar material) barrier will be installed in the service window.

Lower Kitchen

Maximum occupancy of the lower kitchen is 2 persons

See Upper Kitchen Guidelines

Bar area

Maximum occupancy of the bar area/coat room is 1 person

See Upper Kitchen Guidelines

A plexiglass (or similar material) barrier will be installed in the service window.

All beverages, including water, will be served by the volunteers responsible for the bar area (*added August 11, 2020*).

Library

Maximum occupancy of the Library is 2 persons (in addition to one person in the Office Section)

1. No re-lending of returned books for the time being.
2. Wipe down all high touch areas frequently.
3. Post signage to remind users of social distancing requirements and minimal touching of books and other items.

Office Section

Maximum occupancy of the Office Section is 1 person (in addition to the 2 persons in the Library)

1. Access will be limited to those members who are required to deal with SON #7-53 business.
2. Computer keyboard and mouse should be wiped down before and after each use.
3. Pens (and other writing instruments), the telephone, and other office equipment to be wiped down after each use.
4. All unnecessary items and those not easily cleaned (artificial flowers, flags, etc.) will be securely stored away.
5. We have limited surfaces that allow physical contact ie. magazines, clipboards, etc.

Rentals

The Board is currently reviewing rentals for the facility and will be developing additional guidelines, including possible amendments to the current rental agreements.

Basement Meeting Room

We will limit use of the basement meeting room for now as there is no effective way to ensure social distancing while accessing or using the room.

Cleaning Protocols

1. We have reviewed the BC CDC's Cleaning & Disinfectants for Public Settings Guideline and WorkSafe Cleaning and Disinfecting guidelines. We have posted the guidelines and provided training to those involved in cleaning and maintaining our facility.
2. We have established a cleaning and disinfection schedule and will clean the facility thoroughly before and after each event/use. We have increased disinfection of frequently touched surfaces in common areas ie. door handles, armrests, banisters, washrooms, light switches, etc.

3. We will ensure that our hand sanitizers meet requirement Health Canada standards for COVID-19 effectiveness, and have a minimum 60% alcohol-base.
4. Where bleach is used for cleaning and disinfecting, the proper concentration is 500 ppm (10 mL bleach with 990 mL water). Food surfaces that are cleaned with bleach will be rinsed before use. Bleach should not be used as a hand sanitizer.

Attachments/Resources:

- ✓ Maximum Occupancy Limit signage (WorkSafe)
- ✓ Cleaning and Disinfectants for Public Settings, BC CDC
- ✓ Cleaning and Disinfecting, WorkSafe
- ✓ Social Distancing poster, BC CDC
- ✓ Handwashing and cover coughs/sneezes posters, WorkSafe
- ✓ Front entry checklist workers/visitors, WorkSafe
- ✓ Masks, how to select and how to use, WorkSafe

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