



COVID Safety Plan – Okanagan Volunteer Fair

KCR Community Resources promotes the right to a safe and healthy workplace. As we all work through the COVID -19 pandemic, KCR has implemented the following COVID Safety Plan for employees and attendees of the Okanagan Volunteer Fair. This plan has been written following the guidelines of Worksafe BC, BC Centre for Disease Control and the Government of British Columbia. Input was sought at all levels of employment and the Health & Safety Committee in the creation of these practice standards.

Coronavirus Transmission

Coronavirus is transmitted via larger liquid droplets when a person coughs or sneezes. It may also be transmitted when a person is talking in very close proximity to another person. The virus in these droplets then can enter the body of another person when that person breathes in the droplets or when the droplets touch the eyes, nose or throat of that person. This requires you to be in close contact – less than the recommended physical distancing of 2 metres. COVID-19 can also be transmitted through droplets in the environment if someone touches a contaminated area, then touches their face or eyes without cleaning their hands. Unfortunately, humans touch their mouths, noses, and eyes with a very high level of frequency per hour. This speaks to the importance of regularly cleaning one’s hands and also cleaning high-touch areas in the environment. – *BC COVID-19 Go-forward Management Strategy, Province of British Columbia.*

Feedback or Concerns

Employees and Event Attendees may share feedback or raise any concerns they may have with Katelin Mitchell, Director of Services at katelin@kcr.ca.

Employees, Volunteer & Event Attendees Health

- Event attendees must be limited to 50% capacity of the venue, not including volunteers, organizers and participating organizations. The City has indicated a maximum of #200 people in the Apple Room under current COVID restrictions.
- All Employees, Volunteers & Event Attendees must complete a daily symptom check before coming to the Volunteer Fair including:

PART A: DO YOU HAVE ANY OF THE FOLLOWING SYMPTOMS?		YES	NO
Generalized Symptoms	• Fever or chills	<input type="checkbox"/>	<input type="checkbox"/>
	• Cough (new or worsening)	<input type="checkbox"/>	<input type="checkbox"/>
	• Shortness of breath (new or worsening)	<input type="checkbox"/>	<input type="checkbox"/>
Mild Respiratory and/or Gastrointestinal Symptoms	• Pneumonia	<input type="checkbox"/>	<input type="checkbox"/>
	• Upper respiratory tract infection (e.g. rhinorrhea, sore throat)	<input type="checkbox"/>	<input type="checkbox"/>
	• Sore throat painful swallowing	<input type="checkbox"/>	<input type="checkbox"/>
	• Mild to moderate shortness of breath	<input type="checkbox"/>	<input type="checkbox"/>
	• Stuffy or runny nose	<input type="checkbox"/>	<input type="checkbox"/>
	• Loss of sense of smell	<input type="checkbox"/>	<input type="checkbox"/>
	• Headache, muscle aches, fatigue or loss of appetite	<input type="checkbox"/>	<input type="checkbox"/>
	• Gastrointestinal symptoms: nausea, vomiting, and/or diarrhea	<input type="checkbox"/>	<input type="checkbox"/>

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May 19, 2020	Sept 14, 2021	E. Boelcke



PART A:

- If you answer YES to any of the following questions prior to the event, **DO NOT** come to the event, follow Public Health direction, and Employees & Volunteers must report this to their Supervisor.
- If you develop any symptoms at the event, inform your supervisor or designate **immediately**.
 - a) Your supervisor will ensure that you go home immediately to recover for the prescribed self-isolation period
 - b) KCR Community Resources will follow all directions as instructed by public health

Handwashing during COVID19

- Hand Sanitizer Stations – Utilize hand sanitizer products when available on entry and exits.
- Hand Washing – We ask that employees & volunteers wash their hands often with soap and warm water for at least 20 seconds, or use an alcohol-based hand-sanitizer. Be sure to clean your hands after sneezing or coughing and after touching surfaces others may have touched. Please refrain from touching your face.
- Masks – masks must be worn by all staff, volunteers and event attendees in all event areas and when interacting with others.
- Coughing and Sneezing – Please practice respiratory etiquette including coughing or sneezing into a tissue or your upper sleeve, and not your hands. Dispose of used tissues immediately.
- Report any hazards to the event organizer

Cleaning Protocols

KCR Community Resources has developed a set of cleaning protocols for this event. This cleaning protocol will outline processes and expectations for event space and shared equipment.

Application of cleaning and disinfectant products

- All cleaning must be done wearing gloves and using safe glove procedures. All cleaning will be documented on the appropriate cleaning checklist.
- All touch points and solid surfaces will be wiped down with a hospital grade disinfectant combined with a degreaser to remove any soil and allow for disinfection application after set up and then again every 2 hours. Please refer to disinfectant labeling for application and dwell time. This will be applied by cleaning cloth or paper towel.
- If using a cleaning cloth or paper towel, the cleaning cloth/ paper towel must be folded in half and then in half again with each wipe and used until soiled, then replaced with a cleaning cloth/ paper towel.
- Please dispose of all used cloths/ paper towels in the nearest garbage.

Masks

All employees, volunteers and event attendees must wear a mask or face covering when indoors. Outdoors they are strongly recommended.

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Event Flow

One way directional arrows will be used to help direct event traffic.

Develop Signage

- Signage will be posted at the main entrances indicating that masks must be worn and that anyone exhibiting any symptoms must not enter.
- Signage will be posted reminding all attendees to use hand sanitizer upon arrival.
- Signage will also be posted with vaccine card requirements.

Vaccine Card

- As per Public Health requirements, all event attendees 12+ will be required to show proof of at minimum partial vaccination, at least one dose. All attendees 19 years and older are required to also show a piece of government issued identification such as: a driver's license, BC Services Card, or a passport.
- People from other Canadian provinces or territories must show: Provincially/territorially officially recognized vaccine record and Valid government photo identification
- International visitors must show: Proof of vaccination they used to enter Canada and Valid Passport
- Employees will confirm proof of vaccinations either visually or using QR Codes. Proof must be confirmed every time. A photo cannot be taken of an attendees Vaccine Card.
- Employees will not record the fact that a customer has provided proof of being vaccinated without the customer's consent.

Personal Protective Equipment (PPE)

Masks have a role to play in preventing the spread of COVID-19. Masks act as a barrier and help stop the spread of droplets from a person's mouth and nose when talking, laughing, yelling, singing, coughing, or sneezing.

Masks help protect you and the people around you when you are sharing a space with people you don't live with. They work best when everyone who can wear a mask is wearing one.

Masks are most effective when fitted, worn and handled correctly. Masks should:

- Cover the mouth and nose and go under the chin
- Fit tightly with no gaps (consider adjustable masks)
- Be made of three layers of fabric, including two layers of tightly woven fabric, with a filter or filter fabric between layers.
- If there are two layers with a pocket for a filter, use a filter

Adapted from <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/prevention-risks/masks>.

All employees, volunteers and event attendees are required to wear a mask indoors and it is strongly recommended outdoors, where social distancing is not possible.

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Communication & Training

- The information included in this COVID Safety Plan will be communicated with all volunteers and employees. It will be made available on our website and at the event. Any questions arising from these standards can be directed to the Event Supervisor or the Director of Services.
- Employees and Volunteers will be provided with adequate support, training and supervision to ensure all know how to meet these standards.

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