

Collingwood Occupational Health & Safety

	COVID-19 In-Person Gatherings	SOP : HS-EP-09
		Revision: 2
		Date: 06-Oct-20

1. Purpose:

To ensure in-person gatherings held in Town of Collingwood locations meet required health and safety protocols during the COVID-19 pandemic.

Note: In-person gatherings are strongly discouraged and should only be considered if other options have been exhausted.

2. Scope:

This procedure applies to all in-person gatherings, whether held in Town of Collingwood locations, or other outside locations that are not owner or operated by the Town. These gatherings may include participants such as employees, non-employees, training providers, vendors, contractors, and instructors.

3. Definitions:

In-person gatherings means any planned gatherings of 3 or more people held in a Town of Collingwood location. In-person gatherings include but are not limited to:

- a. Training
- b. Meetings
- c. Interviews

4. Procedure:

4.1. Health and Safety Risk

4.1.1. There may be a risk of contracting COVID-19 when entering shared spaces, areas where equipment is shared, or when attending and participating in in-person gatherings.

4.2. General Guidelines

4.2.1. Where possible, all planned gatherings should be conducted remotely (i.e. by phone, Teams, or Zoom).

4.2.2. When planning an in-person gathering, ensure the needs of anyone requiring accommodation are met while fulfilling the required health and safety measures.

4.3. Participant Requirements

4.3.1. Participants of the in-person gatherings must be screened for COVID-19 symptoms and potential exposures.

4.3.2. Participants will complete a Pre-Screening Form prior to entering the facility or coming on site:

- [Pre-Screening Tool](#)

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- [Contractor Pre-Screening Form](#)

4.3.3. Participants who demonstrate any symptoms of COVID-19 during the course of the in-person gathering will be asked to leave and the in-person gathering will be suspended immediately. If the participant is a Town employee the participant will report symptoms to their Supervisor according to the [Case Management Procedure](#).

4.3.4. The meeting leader will provide a safety talk outlining all of the COVID-19 safety measures prior to starting the in-person gathering, if appropriate. This will include:

- proper [cough/sneeze etiquette](#), and the need to wash [hands](#) regularly for at least 20 seconds, before and after eating and before touching their eyes, nose, or mouth;
- disinfecting any equipment, tools, or props being brought into the room/facility and at regular intervals throughout the in-person gathering;
- practicing physical distancing by maintaining a distance of at least 2 metres (6 feet) from others at all times;
- mask use requirements in the room and the facility; and
- any other health and safety items relevant to the gathering.

4.3.5. The use of digital technology is strongly encouraged as an alternative to paper handouts in in-person gatherings.

4.3.6. The sharing of pens and normal office supplies is strongly discouraged. Participants are encouraged to bring their own personal pens/pencils.

4.3.7. For in-person gatherings where participants must demonstrate skills or perform physical tasks and use supplied equipment, tools or props, individuals will:

- wash or sanitize hands prior to task
- maintain physical distance during task
- wash or sanitize hands when task is complete
- Clean and sanitize any equipment, tools or props before and after use.

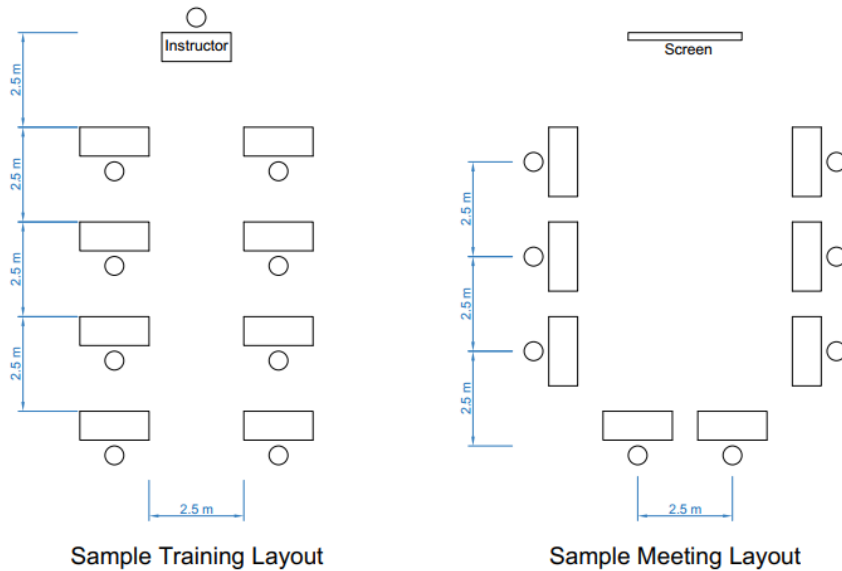
4.4. Occupancy Limits

4.4.1. Occupancy limits will be determined to allow for 2 metre separation between participants based on:

- Room size
- Configuration and space around table(s) and other furniture.
- Suggested configurations are shown below:

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4.4.2. The Fleet and Facilities Manager will establish an initial occupancy limit.

- See Appendix A for occupancy limits of Town facilities and rooms.

4.4.3. [Posters](#) will be displayed on site for the current maximum number of persons allowed.

4.4.4. Revisions to the occupancy limit are permitted if the space can be reconfigured (i.e. furniture or tables adjusted) to provide space for additional occupants provided the required 2 metre separation is maintained.

4.4.5. If the reconfiguration will remain in place, the new occupancy limit will be reported to the Health and Safety Coordinator to update Appendix A and new signs placed on the meeting room.

4.4.6. Tables will be marked with tape to indicate available seating with a mandatory 2 meter (6 feet spacing). Closed spots will be marked with an X and all chairs that exceed the occupancy limit will be removed.

4.4.7. In-person gatherings must be limited to the maximum number of persons allowed to gather as stipulated by the province of Ontario.

4.4.8. If there is more than one large in-person gathering scheduled in the same building on the same day, the following protocols will be observed:

- Stagger start and stop times so that participants in different gatherings are not arriving or leaving at the same time.
- Stagger breaks and lunches for the different gatherings.

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4.5. Room Preparation

- 4.5.1. Ensure access to soap and water, or hand sanitizer with at least 60% alcohol.
- 4.5.2. Ensure access to appropriate [cleaning products](#).
- 4.5.3. Verify with the facility that the room has been cleaned and sanitized.
- 4.5.4. Ensure all surfaces in the room (tables, chairs, countertops, doorknobs, light switches etc.) are disinfected before and after the in-person gathering using appropriate cleaning products.
- 4.5.5. Wipe down tables and arm rests after the in-person gathering using cleaning products provided.
- 4.5.6. Ensure COVID-19 posters are present in the facility and room to communicate key messages such as physical distancing of 2 metres and hand hygiene.
- 4.5.7. Use signage and markings to direct foot traffic if required.

5. Relevant Documents

- 5.1. Case Management Procedure
- 5.2. Contractor Pre-Screening Form
- 5.3. Office Cleaning Procedure
- 5.4. Screening Tool Poster
- 5.5. Use of Face Masks Procedure
- 5.6. Limits on Room Occupancy Poster

6. References:

- 6.1. [World Health Organization – COVID-19](#)
- 6.2. [Health Canada – COVID-19](#)
- 6.3. [Ontario Ministry of Health – COVID-19](#)
- 6.4. [Public Health Ontario – COVID-19](#)
- 6.5. [Simcoe Muskoka District Health Unit – COVID-19](#)
- 6.6. [Ministry of Labour, Training and Skills Development](#)

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6.7. [Infrastructure Health and Safety Association](#)

7. Revision History

Sections	Revision Notes	Rev	Date
All	New procedure	0	22-Jul-20
Header 1-Purpose 2-Scope 3-Definition 4-Procedure 5-Relevant documents	Title Change Included in-person gatherings information to all sections. Added definitions for In-Person Gatherings and Participants. Added Occupancy Limits and Poster. Appendix A (List of Rooms and their Occupancy Limits).	1	19-Aug-20
1-Purpose 2-Scope 3-Definition 4-Procedure	Purpose and Scope are now more clearly defined. Added "planned" and "3 or more people" to In-Person Gatherings definition; removed Participants definition as it is now included in the Scope. Created a better order to the Procedure section; combined sections; removed approval from DH/Manager. Added suggested room set-ups.	2	06-Oct-20

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APPENDIX A

Recommended Room Capacities

The following initial recommended room capacities are based on a physical assessment of the rooms considering the size and shape of the space, utilizing existing furniture in its optimal configuration and maintaining appropriate physical distance between participants.

Building	Civic Address	Room Name	Capacity
Town Hall	97 Hurontario St.	Braniff Room	6
		Council Board Room	3
		Council Chambers Gallery	10
Business Development Centre	105 Hurontario St.	Board Room	4
Environmental Services	43 Stewart Road	Board Room	6
Library and Municipal Offices	55 Ste. Marie St.	Murray Clarkson Room	4
		Technology Suite	5
		Library Staff Lunch Room	4
		Planning and Building Meeting Room	4
		Community Room C	14
Parks Building	507 Tenth Line	Staff Lunch Room	3
Public Works Building	545 Tenth Line	Meeting Room	2
		Staff Lunch Room	6