



# COVID-19

## Personal Conduct and Responsibilities

Purpose: Present the rules and requirements for personal conduct and responsibilities expected of persons entering the Scandinavian Community Centre.

Provide ready-to-use acknowledgement/agreement forms for the employees, member organizations and facility rental customers to acknowledge and sign-off on.

Fulfill part of our mandated COVID-19 Safety Plan - Third level protection (administration):  
Rules and Guidelines

Ref. "Workplace COVID-19 Safety Plans" Order of the Provincial Health Officer dated May 14 2020.

[https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/class\\_order\\_employers\\_covid-19\\_safety\\_plans\\_covid-19\\_may\\_14\\_final.pdf](https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/class_order_employers_covid-19_safety_plans_covid-19_may_14_final.pdf)

The following directives have been developed and formalized as part of the Scandinavian Community Centre's mandate to keep our centre a clean and safe environment for everybody entering our premises. These rules must be followed to help sustain a COVID-free Scandinavian Community Centre.

## **Pre-Visit Health Screening**

Before coming (in)to the Scandinavian Community Centre's premises, all persons have to conduct a self-assessment of health, sent in advance by email for scheduled visits and guided by posted directive "Pre-Visit Health Screening" at all entrances of the Scandinavian Community Centre.

All visitors to the Scandinavian Community Centre will have to pass the "Pre-Visit Health Screening" for the Centre, including volunteers and contractors.

For room and facilities bookings, the event organizer/renter (contact person) will undergo the screening. The attendees' pre-visit health screening is the responsibility of the event organizer, as part of the booking procedure.

**EXCLUSION :** Renters of outside areas of the Scandinavian Community Centre's property, not entering the building as part of their rental agreement, are excluded from our pre-visit health screening directive. Renters in the category are not required to read and sign "Personal Conduct and Responsibilities- Event Organizer Acknowledgement" document.

The event organizer to prepare an attendance list with first and last names together with a phone number and retain this information for 30 days after the event. If there is a need after the event to conduct a Covid-19 contact tracing, the attendance list shall be made available to the BC Health Authorities.

Posters with Pre-Visit Health Screening directive have been prominently placed at all entry-points into the Scandinavian Community Centre building.

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### Pre-Visit Health Screening

- Have you experienced and cold or flu-like symptoms in the last 14 days (include fever, chills, cough, sore throat, respiratory illness, difficulty breathing?)
- Have you had close contact or cared for someone diagnosed with COVID-19 within the last 14 days?
- Have you frequented a place/facility within the past 14 days that now is classified as an "outbreak" location for COVID-19?
- Have you travelled outside of Canada within the past 14 days?

If your answer is "YES" to any of the four questions above, the Scandinavian Community Centre, as a safety precaution, cannot welcome you into our facilities. You are not allowed to come.

## **Employees' Health Condition**

If employee feels sick, especially if experiencing symptoms of COVID-19, the employee must remain at home.

If an employee appears to show symptoms of illness (coughing, sneezing, sniffing etc) while in the office, employee will be sent home. If employee gets sick with COVID-19 symptoms during work hours, a Deep Cleaning of the Centre will be arranged.

## **Employee Conduct in the office**

Employees have received information about WorkSafeBC's "Protocols for returning to operation" to use as guidelines.

*Ref. WorkSafeBC's "Protocols for returning to operation"*

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/offices>

## **Events/Rentals/Activities**

For all events, rentals and activities using any part of indoor space within the Scandinavian Community Centre's building, the event organizer has to conduct pre-visit health screening.

The attendees' pre-visit health screening is the responsibility of the event organizer as part of the booking procedure.

The event organizer has to prepare an attendance list with first and last names together with a phone number. If there is a need after the event to conduct a Covid-19 contact tracing, the attendance list shall be made available to the BC Health Authorities.

The event organizer has to disclose upfront how the event is planned to be executed and how the event plan is compliant with the set COVID-19 safety rules listed in this document.

The Scandinavian Community Centre has the right to refuse to book or host an event if there is reasonable doubt that set COVID-19 safety rules will be violated.

The acknowledgement/agreement form for events/rentals/activities states that the Scandinavian Community Centre has the right to terminate any activity hosted at the Centre if attendees are not complying to the set COVID-19 rules of personal conduct and responsibilities.

## COVID – 19 Personal Conduct and Responsibilities

# Employee Acknowledgement

### Physical Distancing

Adherence to proper physical distancing guidelines is mandatory, which means a minimum of 2 m unless it is a person in my household or my “bubble” of limited close contacts.

Occupancy Limits signs are posted in all areas of the Centre, clearly stating the maximum amount of persons allowed in the room at any given time.

Tape on the floor in the office is placed there to remind everybody to keep a 2 m distance to the office desks.

Be mindful of traffic flow in hallways and confined areas, pullover and maintain distance.

### Personal Hygiene

Wash your hands frequently with soap and water for at least 20 seconds, particularly after using the restroom, before and after eating, after coughing/sneezing, etc.

Hand sanitizers are NOT a substitute for proper handwashing. However, hand sanitizers will be available around the office to be used in addition to proper hand washing.

Avoid touching your face, particularly your eyes, nose and mouth.

Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and immediately wash your hands.

There is signage mounted in the washrooms regarding proper personal hygiene as reminders.

### Health Condition

If I feel sick, especially if experiencing symptoms of COVID-19, I will stay home from work.

If I am starting to feel symptoms of illness (coughing, sneezing, sniffing etc) while in the office, I will go home. If I or anyone else get sick with COVID-19 symptoms during at the Centre, a Deep Cleaning of the Centre will be arranged.

## Employee Conduct in the Office

I have received information about WorkSafeBC's "Protocols for returning to operation" to use as guidelines.

*Ref. WorkSafeBC's "Protocols for returning to operation"*

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/offices>

## Escalation of COVID-19 Safety Concerns and Issues and Concerns

I have the right and obligation to escalate any COVID-19 concern and/or issue to the SCCS Covid-19 Committee for action and resolution.

### Acknowledgement of Scandinavian Community Centre's Personal Conduct and Responsibilities

I acknowledge that I have read the above guidelines, and that I understand and agree to comply with them.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

## COVID – 19 Personal Conduct and Responsibilities

### Event Organizer Acknowledgement

This document is required to be read and signed by the event organizer of the event, activity and rental of any space/room within the Scandinavian Community Centre's facility.

#### Physical Distancing

Adherence to proper physical distancing guidelines is mandatory, which means a minimum of 2 m unless it is a person in my household or my "bubble" of limited close contacts.

Occupancy Limits signs are posted in all areas of the Centre, clearly stating the maximum amount of persons allowed in the room at any given time.

Tape on the floor in the office is placed there to remind everybody to keep a 2 m distance to the office desks.

Be mindful of traffic flow in hallways and confined areas, pullover and maintain distance.

#### Wearing Face Mask

As of October 30, 2020, masks are now expected to be worn in all public, indoor spaces at the Centre. This means that visiting adults are expected to wear masks at all times within the Centre.

Exception is for children attending classes at the Centre. Children may take off their masks while they are in their classroom, if the teacher allows it. Children are expected to wear their masks if leaving the classroom, i.e. going to the washroom or other ventures outside of the classroom. The classroom is the space within the Centre booked for the language class.

#### Personal Hygiene

Wash your hands frequently with soap and water for at least 20 seconds, particularly after using the restroom, before and after eating, after coughing/sneezing, etc.

Hand sanitizers are NOT a substitute for proper handwashing. However, hand sanitizers will be available around the office to be used in addition to proper hand washing.

Avoid touching your face, particularly your eyes, nose and mouth.

Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and immediately wash your hands.

There is signage mounted in the washrooms regarding proper personal hygiene as reminders.

## Pre-Visit Health Screening

Event organizer/organizer to undergo pre-visit health screening conducted by staff of Scandinavian Community Centre.

The attendees' pre-visit health screening is the responsibility of the event organizer.

The event organizer to prepare an attendance list with first and last names together with a phone number and retain this information for 30 days after the event. If there is a need after the event to conduct a Covid-19 contact tracing, the attendance list shall be made available to the BC Health Authorities.

The event organizer has to disclose upfront how the event is planned to be executed and how the event plan is compliant with the set COVID-19 safety rules listed in this document.

The Scandinavian Community Centre has the right to refuse to book an event if there is reasonable doubt that set COVID-19 safety rules will be violated.

The Scandinavian Community Centre has the right to terminate, with immediate effect, any ongoing activity hosted at the Centre if attendees are not complying to the set COVID-19 rules of personal conduct and responsibilities.

## Liability Waiver

I acknowledge the contagious nature of the Coronavirus/COVID-19 and that in British Columbia, the BC Government, the Provincial Health Officer and WorkSafeBC are recommending the public to practice social distancing.

I further acknowledge that the Scandinavian Community Centre has put in place preventative measures to reduce the spread of the Coronavirus/COVID-19.

I further acknowledge that the Scandinavian Community Centre can not guarantee that I will not become infected with the Coronavirus/Covid-19. I understand that the risk of becoming exposed to and/or infected by the Coronavirus/COVID-19 may result from the actions, omissions, or negligence of myself and others, including, but not limited to staff, other guests and their families.

I voluntarily seek services provided by the Scandinavian Community Centre and acknowledge that I am increasing my risk to exposure to the Coronavirus/COVID-19. I acknowledge that I must comply with all set procedures to reduce the spread while being at the centre.



I attest that:

- I am not experiencing any symptom of illness such as cough, shortness of breath or difficulty breathing, fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell.
- I have not traveled internationally within the last 14 days.
- I have not traveled to a highly impacted area within the United States of America in the last 14 days.
- I do not believe I have been exposed to someone with a suspected and/or confirmed case of the Coronavirus/COVID-19.
- I have not been diagnosed with Coronavirus/Covid-19 and not yet cleared as non-contagious by state or local public health authorities.
- I am following all Covid-19 regulations and recommended guidelines.

I hereby release and agree to hold the Scandinavian Community Centre harmless from, and waive on behalf of myself, my heirs, and any personal representatives any and all causes of action, claims, demands, damages, costs, expenses and compensation for damage or loss to myself and/or property that may be caused by any act, or failure to act of the Centre, or that may otherwise arise in any way in connection with any services received from the Scandinavian Community Centre. I understand that this release discharges the Scandinavian Community Centre from any liability or claim that I, my heirs, or any personal representatives may have against the Centre with respect to any bodily injury, illness, death, medical treatment, or property damage that may arise from, or in connection to, any services received from the Scandinavian Community Centre. This liability waiver and release extends to the Centre together with all owners and employees.

#### Acknowledgement of Scandinavian Community Centre's Personal Conduct and Responsibilities

I acknowledge that I have read the above guidelines, and that I understand and agree to comply with them.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Organization: \_\_\_\_\_





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Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_