



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



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

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

For events, the event organizer/renter (contact person) will be responsible for conducting the screening of the attendees at the entrance. 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 has 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.

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.

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 is responsible for conducting pre-visit health screening of all attendees at the entrance before attendees are omitted into the Centre.

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.