



Operating a PRRD Owned Community Facility

Description:

Societies that operate PRRD owned community facilities will need ensure that they abide by all Provincial Health Orders and guidelines as well as WorkSafe BC guidelines.

Starting June 1st, community societies will be allowed to enter their facility to conduct maintenance and clean their facility.

Starting July 1st, societies may host or rent their facility for small events of 50 people or less - upon approval from the PRRD. Societies must establish a policy outlining who will sanitize before and after each use, and the standards to which cleaning and sanitizing is done.



Procedures for Operating a PRRD Owned Community Facility:

1

Before you start welcoming the community to your facility, societies need to develop their own safety plans – both for the safety of your volunteers and staff as well as the public. You know your facilities best and can identify areas of risk that need to be addressed through a control measure (e.g., physical distancing, cleaning, etc.).



Please note that you must post your plan in your facility so that people using it can read your plan if they wish.

Although some of your organizations are not covered by WorkSafe, it is still important to follow their guidelines with respect to COVID-19 as they are setting the bar for standards across BC.

2

As a society, if your organization wants to hold an event starting in July 2020, you will need to submit a plan to prrd.dc@prrd.bc.ca 14 days in advance. The safety plan must include: event description, renter or organizer, number of people to be attending, food and beverage service plan, physical distancing plan, cleaning and sanitization plan.



If you have a group that wants to rent the facility they will need to provide you with a plan on how they will go about it responsibly and that plan will need to be submitted to prrd.dc@prrd.bc.ca for approval 14 days in advance.

COVID-19 Quick Reference Guide



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Procedures Continued . . .

3

You must keep a log of any volunteers or visitors who come to your facility. This should include their name and phone number as well as the date and time they were there. You are expected to maintain these records for the next 12-18 months and in the case of an outbreak, you will be required to supply them to Northern Health.



4

Follow all Provincial Health Orders and recommendations, including:

- 1) Physical distance: maintain 2m/6ft distance between anyone who is not from the same household
- 2) Gloves & masks: can be used when touching common high touch surfaces or where physical distancing is not possible
- 3) Cleaning: cleaning common, high touch equipment between uses by individuals. Use a Health Canada approved cleaner.
- 4) No shared food (buffets or potlucks) – follow WorkSafe guidelines for restaurants which details how food can be served safely



Each society at their discretion can decide if they plan to open their facility or not, however, it is important that if you decide to open, you must have a safety plan.

If you require help in developing your safety plan please feel free to contact our office and we will do our best to assist you. This is an ever changing situation and we are all in this together.

For more information, please see the PRRD Recovery Plan for Community Halls.



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