

# **Banquet & Conference Facilities COVID-19**

## **Guidelines**

**Effective April 21, 2021**

The City of Prince Albert (COPA) follows the most current Re-Open Saskatchewan Guidelines for the Ches Leach Lounge banquet and conference facility, the Kinsmen Room and Steve Ruznisky Board meeting rooms located in the Art Hauser Centre. To review the complete set of Guidelines – visit the Re-Open Saskatchewan page on the government of Saskatchewan Website - <https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/re-open-saskatchewan-plan/re-open-saskatchewan>

### **Key Highlights Include:**

- Mandatory non-medical face masks are required while indoor all public facilities.
- Maximum Gathering Size is 30, if the room is large enough to permit social distancing
  - Seating for the event must be static and pre-assigned, and arranged so that two metres of physical distancing is maintained between households.
  - Food or beverages may not be present or served. T
  - There must be no more than four people seated at a table, even if they belong to the same party.
- Physical Distancing of minimum two (2) metres, except amongst household groups
- Food or beverages may not be present or served at indoor public events
- Each User Group Coordinator is responsible to provide and inform all guests and Service Providers of the Ches Leach Lounge Guidelines and to ensure all parties affiliated with the rental understand and follow all regulations and requirements for use of the Ches Leach Lounge.
- Facility signage is to be followed by all people accessing the facility
- All people are to follow these preventative measures:
  - Wash your hands frequently using soap and warm water for at least 20 seconds. Use hand sanitizer if no access to sink and water
  - Cover your mouth and nose with a tissue when you cough or sneeze and discard the tissue immediately. If no tissue, then use our elbow.

- Avoid touching your mouth, eyes and nose at all times
- Physical distance of 2 metres (6 feet)
- If you are sick stay home or leave the facility if you become sick and inform your Group for tracking requirements
- No available water fountain or bottle fill station.

### **Arrival to Ches Leach Lounge:**

- Entrance will be through the south Ches Leach Lounge Doors. Guests are to access the Ches Leach Lounge use the stairwell or elevator to level 2, if required.
- Upon entrance into the Ches Leach Lounge, all guests and Service Providers will be required to sign in at the COVID Sign In Table providing their name, phone and email address. The record will be kept for one month for tracing requirements, if requested by Public Health in the event of a case.
- Guests will also be expected to sanitize their hands at the Sign In table and then proceed to the assigned seating

### **Departure from the Ches Leach Lounge:**

- Exit from the Ches Leach Lounge will be the east doors leading to the north stairwell to the exit doors at the bottom of the stairwell.
- Do not leave through the south doors you entered through.
- If the elevator is required, then proceed to the elevator to exit the 2<sup>nd</sup> level.
- Proceed out of the facility to our vehicle or parking lot and do not congregate