

## COVID19 – MEETING ROOM PROTOCOLS

This document is intended to provide an understanding of the City of Revelstoke's requirements of user groups / event hosts who are booking indoor facilities. It is your responsibility to follow these guidelines while attending Municipal Facilities. **These requirements are subject to change at any time.**

- ⇒ **Meeting organizer will be asked to have a host to ensure capacity is not exceeded, to ensure that those in attendance are not sick, to ensure that physical distancing is adhered to, etc.... The meeting host will be responsible for ensuring that attendees are not congregating in the foyer or lobby area.**
- ⇒ 2 metre physical distancing in place at all times.
- ⇒ No socializing or gathering, in lobby area, washrooms, or parking lot, before, during or after your visit to the facility.
- ⇒ If visiting the facility for a meeting or program, please arrive 5 minutes prior to the event and leave the facility immediately after (including the parking lot).
- ⇒ Meeting room capacity has been re-established. Occupancy load restrictions have been placed on meeting room doors. Posted occupancy loads must be adhered to.

Space	Max capacity	Permitted functions or activity
Macpherson Room	15 theatre / 6 classroom	Meeting, training, workshop, conference call
Dance Studio	6 (dependent on activity)	Programming, fitness, yoga, dance
Boulder Room	5	Meeting, conference calls
Fitness Centre	4	
Multi Purpose – 1 section	18 classroom / 35 theatre	Meeting, event, workshop, training
Multi Purpose – 2 sections	30 classroom / 50 theatre	Meeting, event, workshop, training
Multi-Purpose – 3 sections	50 classroom / 50 theatre	Meeting, event, workshop, training

*\*\*Capacity for each room is dependent on meeting room set-up. In some instances, these numbers may be reduced further \*\*.*

- ⇒ Signs have been posted inside meeting rooms reminding patrons of the COVID19 principles.
- ⇒ Participants will be asked to hand sanitize before entering meeting room and upon leaving meeting room. Touchless hand sanitizing stations have been installed inside and outside of meeting rooms.
- ⇒ Meeting rooms must be booked in advance of use. Drop in requests for meeting rooms will not be considered.
- ⇒ Meeting organizers will be asked to keep a record of those in attendance on file for 30 days.
- ⇒ When booking the centre, patrons will be reminded to reschedule if they experience symptoms typical of COVID19 or are to be placed on self-isolation.
- ⇒ Meetings where physical distancing cannot be maintained will be denied access to facility.
- ⇒ There will be no food or alcohol permitted in meeting rooms.
- ⇒ Mandatory janitorial set up and tear down is required.

### **General:**

- ⇒ Be respectful and mindful of others using the facility.
- ⇒ Facial masks are not mandatory however, you are more than welcome to wear one.
- ⇒ No spitting anywhere on the premise.
- ⇒ Please comply with facility protocols.