

Branch #176 RCL <b>STATEMENT of POLICY and PROCEDURE</b>			
Chapter	COVID-19	SPEC NO.1	<b>HR #176</b>
Section	Health and Safety	Issued:	February 16 <sup>th</sup> . 2022
Subject	COVID-19 –Branch Operating Policy	Effective:	February 16 <sup>th</sup> 2022
Issue to:	All Staff – All Members, Guests and Others	Page:	1 of 3
		Replaces:	January 8 <sup>th</sup> 2022
Issued by:	Executive	Dated:	February 16 <sup>th</sup> 2022

## 1. INTRODUCTION and POLICY STATEMENTS

Branch #176 RCL endorses and is committed to maintaining a safe workplace for its employees and for its Members Guests, Contractors, Suppliers and others who may visit the Branch. This is now enhanced by all required Health and Safety regulations, procedures, and policies as introduced from time to time from WorkSafe B.C., B.C. Health Officer, B.C. Government, City of Vancouver, B.C. Liquor Licensing Branch and B.C. Yukon Command.

All information, policies, procedures and rules as in force and as described below, by website, social media and by any other means including on site signage, are applicable to all members, guests, contractors, suppliers or any other visitor to the branch **without exception**. All COVID-19 rules, procedures and policies are in addition to all current “House Rules” currently in force and any contravention of any of these rules, procedures and policies will be subject to all the current enforcement remedies.

## 2. PURPOSE

The purpose of this policy is aimed at eliminating and mitigating the risks associated with COVID-19, focusing on its introduction and spread, to ensure the safety of all employees, members, guests, suppliers, contractors, rental groups and any other visitors to the Branch..

## 3. SCOPE

This Policy, Procedure and Standards apply to all staff, members, guests, suppliers, contractors and visitors. It is effective immediately and in force until conditions dictate that it be rescinded by legitimate legal health and other authorities and then approved by Branch Executive.

## 4. RESPONSIBILITY

### a) The Branch and Branch Representatives

- i. Shall implement and ensure the consistent administration of this policy through on-going leadership and supervision to ensure safe and effective operations.
- ii. Shall ensure that all members, guests, suppliers, customers and other visitors are aware of this policy and its ramifications.
- iii. Shall train and educate staff, volunteers and others on all aspects of this policy.

### b) The Members

- i. Shall adhere to all aspects of policy rules and procedures.
- ii. Shall assist in ensuring guests are aware of all policy rules and procedures.
- iii. Shall follow and adhere to all directions of all staff and volunteers while they are performing their assigned duties.
- iv. Shall ensure that their guests are following all directions of staff and volunteers in the performance of their duties.

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c) Renters of Lounge or Hall (When allowed by Directive and Circumstance)

- i. Principals must ensure all participants and any person related to the group who is on the premises or otherwise involved with the rentals are aware of this policy and associated rules and procedures.
- ii. Groups must provide all of their own equipment and material related to their function. They must set up and take down any items required for the Group function at the end of the rental period. If stored at the Branch it must be sanitized after use. Branch must be left in the same condition after each individual daily rental as prior to it.
- iii. Person responsible for the Group must retain a log of all attendees to the function, that will be made available to Branch #176 or Health Authorities.
- iii Only participants in rental activity allowed on premises. And only when Branch representative present.
- iv Renters must have insurance coverage with liability and damage naming Branch #176 as “additional insured”
- v. Signed contract must be initiated and in place which includes this total Policy and Procedure document.

**5. RULES and PROCEDURES**

- a) All persons entering the Branch must show proof of vaccination. Once vaccination status checked it will be recorded so future visits will not require proof. No member, guest, staff or other person shall enter the *Branch* if they are sick with a fever, a cough, or a cold, flu symptoms, loss of taste or smell, or difficulty breathing.. This will be confirmed on entry. (Temperature check may be conducted). Good quality masks (no single cloth masks) are mandatory at all times when not seated - when entering exiting and using washrooms All persons entering must wait to be seated.
- b) There is only 1 designated entrance and exit. When open - stairs to patio are two way with alternating traffic.
- c) Members and maximum of 3 guests permitted to enter the branch if from the same group or household and seated at the same table must enter and leave together. Membership cards required and phone number to be recorded. No guests allowed to enter other than when accompanied in person by a member. Members and guests must leave together.
- d) Maximum number of people inside lounge and hall by current *Health Directive* – Maximum upstairs lounge and hall area- limited by seating capacity; Maximum patio (when open)- limited by seating capacity.

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- e) Members, guests and others will be required on entering, to provide name and phone number..
- f) Hand sanitizer available at entrance (with required use) and at strategic locations throughout the branch and patio including washrooms.
- g) Members and guests can mingle but masked when standing.
- h) All tables and chairs are arranged strictly by staff for party size
- j) All signage internal, external, in line of site and on the floor and ground, for health directives to be adhered to for all personal safety.
- kl) Engineered personal protection in place for staff and volunteers (Bar and otherwise).
- l) Table service only for drinks and food - No Service At The Bar
- m) All Bathrooms have been provided with locks indicating “occupied or otherwise”, where only one person is allowed in at a time due to ventilation.
- n) Disinfectant sprays are available to wipe tables and chairs and bathroom surfaces. Tables will be sanitized after vacated and left vacant for minimum 15 minutes.
- o) Complete sanitization of lounge and hall will be made prior to opening each day both physically and with UV lamp, with patio disinfected physically. Other sanitation at access points and other areas made on a regular basis during opening times.
- p) All Audio and visual equipment to be controlled by Staff only. E.g.- TV remote.
- q) Downstairs lounge closed and out of bounds (except for Staff).

All Rules and Regulations are in place for the *Safety* of all and any non-adherence may cause the Branch to close either by order of regulatory authorities or by the Branch Executive. These Rules and Procedures subject to change without notice.

President – Branch #176