

RCL Branch 118

COVID-19 SAFETY PLAN

June 1, 2020

WorkSafeBC Safety Plan Steps

Step 1.

- Management and staff have reviewed all areas of the Lounge for COVID-19 Safety issues.
- Staff meeting was held on Sunday, May 24, 2020 and all details of the safety plan was reviewed.

Step 2 - Policy for Staff Members

- All Staff were asked if they had any questions regarding COVID-19
- If staff are having symptoms of COVID-19, they must leave work and stay at home for fourteen (14) days.
- If anyone that you live with is confirmed to have COVID-19, you must stay home with them.
- We reviewed any concerns about their health or that of our patron's and staff was advised to either speak with Sue Hokansen, Shop Stewart who will speak with Canteen Chair, Barb MacDonald so that it can be addressed immediately.
- On shift, all surfaces behind the bar should be wiped down as often as they can be; with a minimum at the beginning of their shift, middle of their shift and at the end of their shift and more often when possible.
- Branch 118 will provide masks and gloves for the staff to wear. We have installed safety barriers at the bar to protect both staff and our members. Staff are encouraged, but not required, to wear a mask.
- Gloves are to be used at the Staff's discretion; however, gloves are mandatory when cleaning up glasses, etc. which have been used by customers.
- Shifts: there will be one worker on shift at a time; if it's a spilt shift, staff must maintain their social distance.
- No one other than the staff member on duty is allowed behind the bar.
- Cash out procedures may be changed due to the POS System being implemented. More to follow.
- This Safety Plan will stay behind the bar for easy reference. If changes are required, please discuss with Sue Hokansen and/or Barb MacDonald.

Step 3 – Policy for Customers

- Room Capacity: **Lounge Limit – 55; Rental Room Limit 20.**
- At this time, the club is only open to Legion Members and ANAF 45 members plus one partner. NO GUESTS at this time.
- Customers **MUST** show their paid-up membership card at the door.
- Members are required to sign in with their name, contact number and membership number. Please have your membership card ready.
- Temperatures will be taken when entering the Lounge. 38C will be the passable temperature.
- A designated area has been set up in our rental room if anyone suddenly shows symptoms of COVID-19 VIRUS.
- Bathroom doors will remain closed, but we would ask Members to use paper towels to open the door and then throw the paper towel away – less touching the better.
- If any customers are having symptoms of COVID-19, they must leave and stay at home for fourteen (14) days.
- If anyone that you live with is confirmed to have COVID-19, you must stay home with them for fourteen (14) days.
- Occupancy limit has been clearly posted.

Payments

- We have installed a new POS System and we would ask that all Members use either credit/debit cards possible.
- When the pin pad is used, Staff must wipe down the terminal after every transaction.
- When handling cash, credit/debit cards, Staff **MUST** use wash their hands and/or use hand sanitizer after every transaction.

Your Health before entering the lounge.

- Members must have their name & membership number registered every time they visit the Branch. If you sign yourself in, please print your name. There is no exception to this rule. If there is a COVID-19 outbreak, we need to be able to know who was here and contact them.
- Upon entering the Lounge, you will be given a disinfecting wipe and will be asked to wipe down your table and chair arms before sitting down.
- Above requirement is mandated by WorkSafeBC.
- If you have a cough, cold or any other symptoms, you will not be allowed in the Lounge and we will request you leave and ask that you come back when you are feeling better

Social Distancing in the Lounge

- Social distancing should be adhered to.
- **Bathrooms** – two persons at a time – please check before entering and wait your turn if someone is already in there. When leaving, ensure you **WASH YOUR HANDS** and use a paper towel on the door handle and then dispose of same.
- **Entry & Exit:** Entry will be through the main doors of the Lounge; when leaving, please exit through the Chris Lucas Rental Room and follow the markings on the floor.
- **Seating:** As per Provincial Social Distancing Rules, tables have been set in seats of 2, 3, 4.
- Tables and chairs have been strategically located to ensure social distancing is enforced and they shall not be moved from their current location under any circumstances.
- Hand Sanitizers will be in available throughout the lounge and patio.
- **Lottery Terminals, Pull-tab Machines, ATM Machine:** please wipe down before using. Please wait until its dry to use the machine.
- **Social Mingling:** members are to stay at the table you choose to sit at; please do not jump table to table.
- **Sports:** There will be no Cribbage, Euchre, Darts, Snooker or Pool at this time. COVID-19 Sports Policy will be implemented in the next few weeks.
- **Meat Draws/Sunday Bingo:** there will be no meat draws or Sunday Bingo at this time; members will be notified when we decide to bring them back.
- The kitchen will remain closed for the foreseeable future.
- No food from home is to be brought in; Order In is allowed.
- **Elevators:** Limit of two (2) in the elevator at any one time.
- **Water:** We will no longer provide jugs of water as we need to limit the contact with people touching the handles. Water will be available behind the bar for sale.

Outside Patio/Smoking Policy:

- There are changes to the outside smoking area which as many know is a **privilege** to have.
- As per the City of North Vancouver Bylaws, no smoking is allowed within 7.5 meters (21 feet) of any doors or windows. This includes the front doors of the Legion and as well as the patio.
- The patio area cannot exceed 20 people at this time.
- The area in front of the doors will designated Non-Smoking Area.
- Smoking will no longer be permitted in front of the doors of the outside patio area as per posted signs.
- Smokers are permitted to smoke down the back wall only, but are expected to maintain Social Distancing.

- Noise is going to be a bigger concern with people sitting further apart. Please respect our neighbours in the Strata above and the residents in Summerhill. Please also watch your language. Any complaints received from any residents will result in the patio being shut down.
- Please ensure you bring in your own empties to the bar.
- No smoking of Cannabis is allowed on Legion premises nor on Strata property. This includes the underground parking area and/or the loading dock area.
- Tables and chairs have been strategically located to ensure social distancing is enforced and they shall not be moved from their current location under any circumstances.
- Back door by our back office cannot be propped open for any reason. The back door is to be used for exiting only.
- Members must return their empties to the bar.

We know change is not easy for everyone; however, we are asking that all Members adhered to the COVID-19 Safety Plan we have set out. Please remember to be kind, be compassionate and patient. If you don't want to follow the new rules and guidelines then feel free to stay at home or you will be asked to leave.

Executive Committee – June 1, 2020