

MILTON PROBUS COVID-19 RE-OPENING PROTOCOLS TO PROTECT OUR MEMBERS AND GUESTS DATED AUGUST 8, 2021 (and amended for member distribution February 28, 2022 for brevity and clarity; no substantive changes)

PROTOCOLS OBJECTIVES:

Create for members and guests at Milton Probus events, an environment, that minimizes risks of transmission of COVID-19 based on best practices and public health guidelines.

Accomplish the above objective by establishing procedures to follow at in-person general members' meetings and other Milton Probus in-person events, that are as simple and unobtrusive as possible.

Have our members and guests feel safe and secure in attending Milton Probus events.

These protocols, while long and detailed, are necessary to achieve the objectives.

PROTOCOLS SUMMARY

All communicable disease (including Covid-19) recommendations and rules of all government bodies including the Government of Canada, the Government of Ontario, the Region of Halton, the Town of Milton and all their agencies must be followed.

1. Persons covered by these protocols

Milton Probus current members, Milton Probus new members and all persons attending in-person Milton Probus events, including speakers, presenters and guests.

2. Probus events covered

Milton Probus General meetings, Milton Probus Special interest group in-person meetings and Milton Probus Special events in-person meetings

(all Milton Probus in-person meetings, whether indoors or outdoors)

PROTOCOLS LIST

1. Face masks, number of persons at meetings, hygiene at meetings and social distancing

The protocol for these is governed by the Ontario Ministry of Health and local authorities- Milton Probus will follow and enforce all Ministry guidelines and any other mandated rules.

Mask wearing is encouraged even if not required by the Ontario Ministry of Health.

2. Vaccinations The following persons must be fully vaccinated: -Milton Probus new members, -Milton Probus current members attending any Milton Probus in-person events, indoors or outdoors and Guests, speakers, and others attending Milton Probus in-person events, indoors or outdoors.

3. Vaccination receipts

Proof of vaccination must be provided by members on a one-time basis to our Membership Director in order to attend Milton Probus events. We cannot accommodate unvaccinated participants, regardless of the reason for that status as our club does not have the resources to review any medical or other exemption request. We acknowledge the Town of Milton presently requires proof of vaccination upon entering their facilities which will be accepted by Milton Probus as complying with this requirement.

The Membership Director will maintain a record that the member or other person is fully vaccinated (has received two doses). The Receipt will be returned to the member after examination or destroyed if received by email.

If the receipt is not presented before the first in-person meeting attended, the member must present the Receipt at that meeting.

(Most if not all of our members have already provided their receipts.)

4. General meeting structure and protocols for the near future

Meeting venue

At the present time, the Milton Sports Centre, Banquet Room has a capacity limit of 40 persons and there appear to be no other suitable venues presently available.

It is anticipated the capacity limits at the Milton Sports Centre will be increased allowing us to convene our first in-person meeting. No timeline is known at the date of this amended protocol.

Number of attendees, social distancing, mask protocol

These items are mandated and managed by the Ontario Ministry of Health, the Region of Halton and the Town of Milton. These mandated rules will be followed and enforced

Hybrid meetings

Hybrid meetings where members can attend in-person or access via ZOOM or other technology have been determined not feasible. Management will investigate the recording of all or part of meeting for member viewing on the website or other means

Sanitization

All items used in any meeting will be sanitized before each meeting. These items will include member name tags and member name tag board, microphones and lecterns.

Members must retrieve their name tags from the member name tag board and return to a box provided (do not append back to the board as name tags used will be re-sanitized)

GENERAL MEETING PROCEDURES

At the meeting room entrance door, a sign will inform all attendees not to enter the meeting room without following Milton Probus health protocols and government guidelines and to use hand sanitizer and masks if required.

Hand sanitizers and masks for those who need them will be provided.

All attendees must present themselves to the Greeters at the entrance door who will go through a health checklist before entering the meeting room. If the attendee shows signs of illness, the attendee will be requested not to attend the meeting or any future meeting, until their health status changes.

The Membership Director has established a process for recording in-person proof of Receipt and distribution of name tags.

At meeting's end, members are requested to return their name tag to a basket to be sanitized before next meeting.

Hugs and handshakes Will be discouraged or may not be allowed.

Intermingling with other guests Discouraged unless wearing masks.

Masks may be mandated by the Ministry of Health (at this time they are mandated)

Coffee break Until further notice, coffee will not be served. Members are encouraged to bring their own beverage if they so wish

Seating - chairs and tables Members will be instructed not to move chairs from their original positions.

Lecterns Two lecterns each with a microphone will be provided, one for the meeting convenor (usually the President) and one for the guest speaker. These lecterns and microphones will not be available to any other persons for hygiene purposes.

Questions from attendees

Attendees must present questions in writing only OR if they can be heard without the use of a microphone, orally.

Share the wealth Procedures for buying tickets will be modified to decrease handling of moneys and obtaining tickets. Members are requested to bring exact change and retrieve their own tickets.

OTHER MEETINGS (special events, interest groups and others) structure and protocols for the near future

The structure is determined by those groups following all relevant protocols listed above. The Membership Director will inform each group's leaders or coordinators of the Vaccine status of group members to assist them in adhering to the protocols applicable to the Club. Non-members may not attend any Milton Probus event.

GENERAL COMMENTS

All protocols as listed are for the benefit of our members and guests. It is expected our members will use reason in following the protocols and other precautions to protect each other. Some of the protocols may be adjusted, deleted, or augmented as our Club enters and hopefully exits re-opening protocols.