

Standard Operating Procedures (SOP) 28 Processes for Opening Branch #92 during COVID 19

1. BASIC PROCEDURE

- The purpose of this policy is to outline the procedures to be put in place for the safety of Staff, Volunteers, Members and Guests that will allow Branch 92 to reopen during the COVID 19 epidemic.
- This SOP outlines what needs to be accomplished to maintain physical distancing and minimizing the risks of spreading COVID 19 within the guidelines set out by WorkSafeBC.

2. RESPONSIBILITIES:

a. Branch President

- Is ultimately responsible to ensure physical distancing and all procedures put in place as outlined in this SOP.
- Shall, when arriving at the facilities at the beginning of the day, be temperature checked and verbally confirm are not exhibiting symptoms of COVID 19.

b. Manager/ Volunteer Manager

- Shall be required to enforce this SOP.
- Shall, when arriving at the facilities at the beginning of the day, be temperature checked and verbally confirm are not exhibiting symptoms of COVID 19.

c. Duty Legion Representative

- Shall be responsible for enforcing all restrictions and directives within this SOP while acting as the representative of the Branch President during their duty shift.
- Shall, when arriving at the facilities at the beginning of the day, be temperature checked and verbally confirm are not exhibiting symptoms of COVID 19.
- Shall be drawn from a list of elected/ appointed Executive members as approved by the Branch President in consultation with the Table Officers.

d. Volunteers

- All volunteers shall be responsible to follow all restrictions and directives in this SOP
- Shall, when arriving at the facilities at the beginning of the day, be temperature checked and verbally confirm are not exhibiting symptoms of COVID 19.

e. Staff

- All staff shall be responsible to enforce and follow all restrictions and directives in this SOP
- Shall, when arriving at the facilities at the beginning of the day, be temperature checked and verbally confirm are not exhibiting symptoms of COVID 19.

3. Process:

- The following shall be utilized to allow for maximum safety of staff and patrons using signage, floor markings, physical barriers, placement of furniture, PPE for staff and Patrons, Procedures for Table cleaning/ bussing of dirty dishes, control of occupancy limits and daily checks of all staff, volunteers, Duty Legion Representative and Janitorial Services.
- All member and guests, upon entry to the legion facility, shall be required to be temperature checked with a non-contact thermometer and verbally confirm they are not exhibiting COVID 19 symptoms. Refusal to be temperature checked and/or any sign of raised temperature or illness will result in refusal of entry.
- ALL PERSONS entering the legion shall sign in and record contact information, no exceptions; this includes staff, executive officers and volunteers, as well as members and guests.

4. Signage

- Signs shall be posted at all entrances stating the requirements for admission to the premises, it shall state in bold contrasting colors in ANNEX B-1 **“Physical Distancing of 6ft (2 m) shall be enforced. Any member or guest not following the physical distancing requirements may be asked to leave. Any member or guest exhibiting symptoms of COVID 19 will be asked to leave the premises. All persons entering the premises shall be checked for body temperature utilizing a touchless thermometer and anyone with an above average temperature shall be refused entry, no exceptions. Failure to follow these directives will result in you being asked to leave the premises.”**
- Signs shall be posted at the ATM machine informing patrons what they must do upon completion of them using it. It shall state in bold contrasting colors in ANNEX B -2 **“Members**

and guests are to wipe down the keypad after use. Sanitizing wipes that are supplied are to be used.”

- Signs shall be posted at both KENO machines informing patrons of what they must do upon completion of them using it. It shall state in bold contrasting colors in ANNEX B -2 **“Members and guests are to wipe down the keypad after use. Sanitizing wipes that are supplied are to be used.”**
- Signage shall be posted on the entrance doors. They shall state in large bold print in ANNEX B-3 **“Entrance/exit to and from Legion shall be by the front doors only. Persons entering shall YIELD to those exiting the building. NO EXCEPTION. Failure to follow this may result in you being asked to leave the premises.”**
- Signage shall be posted at each end of the bar where drinks and food are ordered that shall state in bold contrasting colors in ANNEX B-4 **“It is the responsibility of all members and guests to return their glasses and hot dog baskets to the dish pan located by the bar when they are ready to leave”**
- The same procedure shall apply to the bar in Meaden Hall.
- ANNEX A lists the following posters that shall be posted in areas that are visible to all staff and Patrons.

5. Floor Marking

- Stencils, line marking, and other similar devices in bright contrasting colors shall be used to mark out 6ft (2m) distance marks and direction of travel, leading to the bar from both, the lounge and games room. The same will be done for the Meaden Hall bar when in use. The same markings shall be utilized for the ATM and KENO machines.
- Line markings shall be situated in such a manner as not to obstruct entrance to the washrooms
- 6ft (2M) contrasting line marking shall be placed on the pavement outside entrances to ensure physical distancing for patrons waiting to enter the premises. They shall not interfere with the ability for patrons to leave. These shall also be placed on the pavement outside the exterior doors to Meaden Hall.

6. Physical Barriers

- There shall be a rope barrier at the front entrance to control admission to the facility. This shall be operated by the Duty Legion Representative as part of their duties to ensure the occupancy limits are not exceeded.
- Beverage and sundry orders shall be placed with the bartender at a central area of the bar in the lounge and games room. All customers are expected to go straight to their table after

receiving their order. Floor markings shall be utilized identifying 6ft (2M) distancing along the front of the bar and directional arrows utilized to show direction of travel while in the legion.

7. Placement of Furniture

- All tables in the lounge, games room and the Meaden Hall, when in use, shall be set up to ensure 6ft (2 m) physical distancing is maintained. The Legion shall be utilizing the small square brown tables being set up in pairs with a chair located at each end, and 6ft (2m) distance from the next set of tables and chairs, with a maximum of 6 persons per table set up.
- No tables or chairs shall be relocated, for any reason, NO EXECPTIONS.

8. PPE for Staff and Patrons

- Sanitizing wipes shall be located at each KENO terminal and ATM for the members and guests to use. All wipes shall be placed in garbage can provided, immediately following use.
- Hand sanitizers shall be available behind the bar, in the kitchen and the office for use by staff and in general high touch areas for volunteers, members and guests.
- Masks and gloves shall be supplied to all staff for their shift as well as sanitizing wipes behind the bar, in the kitchen and office.
- Plexiglass shields shall be installed at main bar and Meaden Hall bar, when in use, to minimize exposure between the bar staff and patrons.
- All food, for Friday and Saturday night food service shall be brought from the kitchen to the table, by server wearing facemask.
- Proper food safe handling procedures shall always be followed with regard to food handling and food service, IE; gloves and masks.
- Individual sized condiment packets as well as salt and pepper packets shall be supplied with all means ordered.
- When the kitchen is closed, hot food such as hot dogs shall be sold at the bar, individual condiment packages shall be accompanied with each order.

9. Procedures for Table Cleaning/Bussing

- Patrons will be verbally informed when they go to the bar to order drinks or food, that it is their responsibility to take their empty glasses and hot dog baskets, placing them on the supplied dish bin, located by the bar.
- When the patrons leave, the duty Legion Representative shall rope off the entrance to the Legion preventing further entry and wipe down the table and chairs with appropriate cleaning

material that were previously occupied before allowing anyone else to enter, this is to include returning any dirty dishes/glassware to the dish bin. Gloves shall be worn when this is done and when finished hand sanitizer is to be used before returning to the door. And allow further patrons entry.

- The dish bins shall be emptied as needed by a volunteer, staff member or the bartender and the glassware, dishes and silverware placed in the appropriate dishwasher. Personnel doing this function shall be required to wear gloves and mask as well wash their hands with a hand sanitizer before restocking the clean glassware, dishes and silverware.

10. Control of Occupancy Limits

- The Legion shall have a duty representative of the Executive on site, during high occupancy times, whose primary task will be to ensure the occupancy limits outlined by the Provincial Government are followed. They shall utilize a touchless thermometer to minimize the risk of a patron possibly infected with COVID-19 entering the facilities.
- The occupancy limits are as follows, which include staff, volunteers:
 - Lounge/Games Room/Patio --- 90
 - Meaden Hall ---75
- The duty Legion representative shall after issuing a verbal warning have the authority to ask any patron within the facility to leave if the patron is not following the 6ft (2M) guidelines, the notices posted at the ATM, KENO, domain entry area or is exhibiting signs of possible COVID-19 infection such as coughing or sneezing.
- All incidents shall be logged in the incident book.

11. Daily checks of staff, volunteers and Duty Legion Representative

- All staff, volunteers and the Duty Legion Representative shall be checked with the touchless thermometer upon entry to the Legion and shall verbally confirm that they are not experiencing any symptoms of COVID 19.
- Any staff, volunteers or the Duty Legion Representative who exhibits any symptoms of COVID 19 including having an elevated body temperature verified by the touchless thermometer shall not be permitted entry to the facilities and will be told to go directly home and self-isolate as well as to contact their family physician.

12. Janitorial Services

- The Janitorial Services shall submit to the Legion the steps they are taking for cleaning the facility and what they have in place to keep their employees safe with regards to PPE and verifying their employees are COVID 19 free.

ANNEX A



Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health



Coronavirus Prevention



Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.



Avoid touching your eyes, nose, and mouth with unwashed hands.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid close contact with people who are sick.



Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick.



WEARING A MASK IS NOT AN EFFECTIVE MEASURE TO KEEP YOURSELF SAFE FROM VIRAL INFECTION.



Ministry of Health



BC Centre for Disease Control

If you have fever, a new cough, or are having difficulty breathing, call 8-1-1.

Help prevent the spread of COVID-19: How to use a mask



1 Wash your hands with soap and water for at least 20 seconds before touching the mask. If you don't have soap and water, use an alcohol-based hand sanitizer.



2 Inspect the mask to ensure it's not damaged.



3 Turn the mask so the coloured side is facing outward.



4 Put the mask over your face and if there is a metallic strip, press it to fit the bridge of your nose



5 Put the loops around each of your ears, or tie the top and bottom straps.



6 Make sure your mouth and nose are covered and there are no gaps. Expand the mask by pulling the bottom of it under your chin.



7 Press the metallic strip again so it moulds to the shape of your nose, and wash your hands again.



8 Don't touch the mask while you're wearing it. If you do, wash your hands.



9 Don't wear the mask if it gets wet or dirty. Don't reuse the mask. Follow correct procedure for removing the mask.

Removing the mask



1 Wash your hands with soap and water or use an alcohol-based hand sanitizer.



2 Lean forward to remove your mask. Touch only the ear loops or ties, not the front of the mask.



3 Dispose of the mask safely.



4 Wash your hands. If required, follow the procedure for putting on a new mask.

Note: Graphics adapted from BC Centre for Disease Control (BC Ministry of Health), "How to wear a face mask."

Keep Our Workplace Safe!

Practice good hygiene



Stop hand shakes and use **non-contact greeting methods**



Clean hands at the door and schedule **regular hand washing** reminders



Disinfect surfaces like doorknobs, tables, and desks regularly



Avoid touching your face and cover your coughs and sneezes



Increase ventilation by opening windows or adjusting air conditioning

Limit meetings and non-essential travels

Use **video conferencing** instead of face-to-face meetings

When video calls are not possible, hold your meetings in **well-ventilated rooms and spaces**

Suspend all non-essential travels and trips



Stay home if...

- You are **feeling sick**
- You have a **sick family member** at home



Take care of your emotional and mental well-being

Outbreaks are a stressful and anxious time for everyone. We're here to support you! Reach out to hr@reallygreatsite.com anytime.

SOURCE: CDC.GOV

Help prevent the spread of COVID-19

In order to reduce risk of exposure to the virus that causes COVID-19, we are limiting the number of people in this space.

Address/room/space:

Occupancy limit: _____ **people**

ENSURING THE SAFETY OF
OUR CUSTOMERS



SIX FEET
APART
Please



It's **ORANGE** now but you can
STAY SAFE
WITH
THE 5M'S

Play your part in containing the spread of the
2019 Novel Coronavirus (2019-nCoV) by following the **5M's**.



36.9°C

MANAGE MY HEALTH

By keeping a close watch on my body for symptoms.



MAINTEIN CLEAN HANDS

Through good personal hygiene of regular hand
washing with soap and water.



MINIMISE CONTACT

With those who are unwell.



MASK UP WHEN UNWELL

And visit the doctor immediately.



MONITOR THE NEWS

Help prevent the spread of COVID-19

Please do not enter this workplace if you:

- Have any of the following symptoms:
 - Fever
 - Chills
 - New or worsening cough
 - Shortness of breath
 - New muscle aches or headache
 - Sore throat
- Have travelled outside of Canada within the last 14 days
- Are a close contact of a person who tested positive for COVID-19

If you are displaying symptoms of COVID-19, refer to HealthLink BC at 811.

ANNEX B-1

Physical Distancing of 6ft (2 m) shall be enforced. Any member or guest not following the physical distancing requirements may be asked to leave. Any member or guest exhibiting symptoms of COVID 19 will be asked to leave the premises. All persons entering the premises shall be checked for body temperature utilizing a touchless thermometer and anyone with an above average temperature shall be refused entry, no exceptions. Failure to follow these directives will result in you being asked to leave the premises.

ANNEX B-2

Members and guests are to wipe down the keypad after use. Sanitizing wipes that are supplied are to be used.

ANNEX B-3

**Main entrance, ONLY, shall be used
for entry/exit to Legion.**

**Persons entering MUST yield to
person exiting the building. NO
EXCEPTION. Failure to follow this
may result in you being asked to
leave the premises.**

ANNEX B-4

It is the responsibility of all members and guests to return their glasses to the dish bin, located by the bar when they are ready to leave.