

Canton de **CHAMPLAIN** Township

COVID-19 CONDITIONS AND PROCEDURES FOR HALL RENTALS

Update September 15, 2020

1. General Rules

- Each individual is responsible to do a COVID self-assessment before arriving. <https://covid-19.ontario.ca/self-assessment/>
- The following individuals are **not** permitted to participate in the rental:
 - Anyone who is sick or has any of the following symptoms: fever, cough, sore throat, runny nose, shortness of breath, difficulty breathing, headache.
 - Anyone who has recently returned from traveling outside of Canada, in the past 14 days.
 - Anyone who has knowingly been exposed to or been in contact with anyone who has tested positive for COVID-19, in the past 14 days.
- All individuals will be asked to sanitize their hands as they enter the facility .
- Attendance must be limited to 50 people, excluding the organizers, staff and volunteers when supervised.
- Ensure physical distancing (at least two meters) is maintained between persons at all times (unless persons are in the same social circle).
- All participants must wear face coverings.
- Singing and dancing by the attendees are not allowed.
- A person or group under contract with the establishment may dance, sing or perform music but must comply with the following:
 - Singers and players of brass or wind instruments must be separated from any spectators by plexiglass or some other impermeable barrier.
 - Every performer and other person who provides work for the business or place must maintain a physical distance of at least two meters from every other person, except if it is necessary for the performers to be closer to each other for the purposes of the performance or rehearsal.
- Equipment needs should be written on the contract and only the specific quantity will be provided.
- Anyone who has visited the Vankleek Hill Hall and has tested positive for COVID-19 must notify the Township of Champlain's Parks and Recreation Department immediately.

2. Capacity

- The maximum number of people allowed by room setup:
- VANKLEEK HILL HALL
 - Standing up: 50
 - With chairs and rectangle tables: 32 (two persons per 8-foot table)
 - With chairs and round tables: 30 (two persons per 8-foot round table)
 - With chairs for a presentation: 25 (5 rows of 5 chairs)
 - With chairs and tables for a square reunion: 22 (7 chairs on each side and 4 chairs on the other sides)
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- Maximum : 10 (unsupervised)
- The organization should designate someone at each entrance for ensuring capacity limits are not exceeded and that physical distancing is maintained.

3. Organization responsibilities

- The organization/person in charge of the rental is responsible for ensuring capacity limits are not exceeded and that physical distancing is maintained.
- The organization is responsible to review all guidance from the EOHU for organized events and gatherings.
- The organization is responsible for following all applicable health and safety regulations and ensuring that all people present are adhering to COVID-19 regulations.
- The organization is responsible for screening questions for each guest upon entering the building.
- The organization/person is responsible to take attendance for the purpose of “contact tracing”. The organization must maintain a list with names and contact information of all participants attending of each rental and **must retain the file for at least 30 days** in order to provide this information to the Township of Champlain should there be a need to do a contact tracing.
- Guests are encouraged to bring their own equipment. Equipment being used during the rental cannot be shared between guests. Any shared/owned equipment must be sanitized between each use. The contract holder must provide sanitizing products.
- It is the responsibility of each user group to monitor the door for 5 minutes prior to the rental time and 5 minutes after the rental to allow participants to enter and exit.

4. DURING Fitness Activities

- The temporary removal of a mask where necessary is permitted while engaging in physical activity.
- Participants must respect the spaces assigned to them.
- Participants must wear a mask when leaving their assigned space and/or when feasible when physical activity is complete.
- Participants should not share any personal items (ex.: water bottles, mats, weights, towels)

The Township of Champlain’s **COVID-19 Conditions and Procedures** must be followed at all times, failure to comply will result in immediate removal from the facility, non-refundable cancellation and review of future contract bookings.

The Renter agrees that by visiting any Township of Champlain owned properties, the Renter voluntarily assume all risks including any risk of injury, loss, damage and possible exposure to a communicable disease including COVID-19.

I have read, understood and agree to all the Conditions of Use listed above.

Name of group/organization: _____

Client Signature: _____ **Date:** _____