

Goward House:

SECOND LEVEL

Re-Opening Plan

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(Please note: all updates are highlighted in yellow)

Goals:

1) Our **primary goal** is to **further** re-open Goward House using protocol/directives from BC Office of the PHO, BC CDC, BCRPA, Island Health, Saanich and WorkSafe BC for

- gyms and fitness centres,
- offices,
- retail and
- restaurants and
- arts & cultural facilities (Art Gallery),

allowing our membership to use the facility in a safe and responsible manner. The following is our Second Level of opening, **expanding the breadth of activities we can offer safely, within the confines of capacity requirements and staff capabilities.**

2) We acknowledge the likely possibility that members will be anxious about their safe return to using Goward House, due to the age demographic of our membership. Our **secondary goal** is to both reassure members that all safety measures are being followed to ensure a limited safe return, and to continue to maintain connection with members through phone/email contact, and specific initiatives such as **special takeout meals, a pop-up craft sale** and the monthly Gazette.

Newly returning activities are coming back in stages throughout the Fall of 2020.

General Protocols:

In general, we will adhere to the recommendations for:

- capacity (both by room and for the whole House, inside and outside treated as a single unit)
- spacing (a minimum of 2 metres between occupants at all times)
- frequent cleaning & disinfecting (of both common surfaces and surfaces specific to an activity)
- hygiene (hand sanitizer / wipes provided at multiple locations; hand washing in washrooms; whenever possible, doors are propped open)
- signage
 - when NOT to enter facility
 - hygiene
 - proper usage of masks
 - room capacity
 - directional arrows, or DO NOT ENTER
 - equipment cleaning instructions
- posting our current safety/re-opening plan (this document, alongside the WorkSafe BC Safety Plan checklist document, at entrances and on-line)
- mandatory masks (mandated Nov 20/20. The exception to this are fitness participants – should a fitness participant be unable to wear a mask during their activity, they must ensure a larger than 2m distance from other participants.)

If a patron refuses to reasonably comply with House protocols, they will be asked to leave. In the case of refusal, Saanich Police will be notified.

Area Specific Protocols:

For protocols specific to areas/rooms of Goward House, see APPENDIX 1.

Staffing:

The administrator and two part-time assistants will staff the House 8:00-4:30 M-F. All administrative staff will adhere to the WorkSafe BC guide for cleaning and disinfecting, for both the office spaces and any cleaning required by activity groups when the janitor isn't at work. (See APPENDIX 1.)

Our janitor is on-site for full days M, W and F, as well as a half-day on Th. He accommodates the bulk of the cleaning/sanitizing required for the return of some activities, in addition to normal House cleaning. He will work custodial hours in addition to his janitorial hours, if required, for the limited number of rentals we can accommodate at this point. Currently, this is primarily a couple of small group once-a-month evening rentals, as well as occasional small group weekend rentals.

Our janitor is also involved in the evolution of safety protocols for staff. We have provided him with all PPE he requires to safely carry out his duties, as well as purchasing a handheld electrostatic disinfectant. He, and any staff performing cleaning and disinfecting tasks, will adhere to the WorkSafe BC guide for cleaning and disinfecting.

All staff will wear masks when outside of the private office area, or unable to adequately space within the office area. Gloves are optional, but will be provided.

All staff will perform a Daily Health Check prior to entering the House (see Appendix 6). All staff will self-monitor for symptoms of COVID-19, and will not work should they exhibit any symptoms, or have been in contact with a positive case. Respiratory illnesses must be reported to the Administrator. If staff start to show symptoms during their shift, they must immediately notify the Administrator, and isolate themselves in our self-isolation containment area (currently, our closed Tea Room, but when the Kitchen re-opens this containment area will need to be outside, on our deck or kitchen porch). All staff will be familiar with, and are encouraged to use, the **BCCDC COVID-19 Self-Assessment Tool** (online).

Mental Health resources are posted in the admin office area, as is the COVID-19 help line: **1-888-COVID19**

All staff know to contact the administrator with any concerns.

Volunteers:

Currently, volunteers are only required for the Front Desk, to alleviate pressure on staff by answering phones and facilitating sales. Personal safety measures and protocols will be in place for this area of the House (see APPENDIX 1). Shifts will be minimal, and coincide with the activities taking place at the House (see APPENDIX 3). The front desk will only be open from **10:00-2:00 M-F**, dependant on volunteers being in place. Volunteers will have the option of a 4 or 2 hr shift.

We intend to re-open our Kitchen modestly in the coming months, for takeout only. This would require volunteers for food preparation, again with minimal shifts (1 volunteer/day, for a 3 hr shift). To start, we are anticipating offering food for sale for three days a week (M, W, Th). Personal safety measures and protocols will be in place for this area of the House. The Tea Room will NOT re-open for dine-in food service.

All volunteers are expected to self-monitor for illness, and should not come to the House if they are unwell. If a volunteer starts to show symptoms during their shift, they must immediately notify staff, and isolate themselves in our self-isolation containment area (currently, the closed Tea Room, and, eventually, the kitchen porch or our deck). All volunteers will be familiar with, and are encouraged to use, the **BCCDC COVID-19 Self-Assessment Tool** (online).

Volunteers are also expected to screen anyone entering the front door of the building by asking

*“do you have any of the following symptoms:
coughing, fever, sore throat or difficulty breathing?”.*

Following the protocol laid out in our DO NOT ENTER signs, if a patron answers yes to any part of this question, they will not be allowed access to the building.

The COVID-19 help line is posted at the Front Desk: **1-888-COVID19**

As always, volunteers are encouraged to voice their questions and concerns to staff.

Illness On Site:

Although everyone entering Goward House will be screened for symptoms of COVID-19, should an employee, volunteer or patron start exhibiting symptoms while at the House they **must notify the Administrator immediately**, and isolate themselves in our self-isolation containment area (currently, the closed Tea Room, and, eventually, the deck or kitchen porch). The Administrator, or another staff member, will:

- confirm contact information and illness details of the patient, via a “**Respiratory Illness Incident Form**” (see APPENDIX 4)
- contact the COVID-19 help line: 1-888-COVID19
- contact Saanich’s “Patient Zero” representative (*see Appendix 4*) should a case of COVID-19 be confirmed

In the event of loss of staff capacity due to illness, remaining staff will assume the core of any essential tasks. If this proves impossible, most specifically in terms of following cleaning and disinfecting protocol, the programming will have to be modified to accommodate remaining staff.

Should a case or outbreak occur at our facility, the House will immediately re-close.

Kitchen & Tea Room:

The Kitchen will be re-opened modestly, in the next month or so, for up to 3 days a week. Food service will be takeout ONLY, with payment at the front desk and food pickup from the Tea Room. Flow of patrons will be encouraged by arrows and spacing indicators, with separate entry and exit to this space.

There will be only 1 volunteer in the Kitchen at any given time, to facilitate capacity and spacing issues. All kitchen volunteers will be both gloved and masked at all times, while continuing to adhere to FoodSafe protocol. Shifts on M, W and Th will be 3 hours, from 10am-1pm. We will be selling only sandwiches, sweets and drinks (hot and cold), all in takeaway packaging.

The Tea Room will not re-open for dining in, at this time, as staff cannot facilitate the required cleaning between patrons, nor does the space adequately seat enough patrons to justify re-opening. As well, the intended flow of patrons picking up takeout food would further challenge seating in the Tea Room, as this flow cuts a path directly through the seating area.

Activities

Like First Level activity groups, Second Level activity groups are generally small, and pursuing an activity that can easily accommodate a minimum of 2m spacing. As before, main level activity groups are scheduled in either the Sun Room or the Sequoia Room, with the Living Room as a secondary option. One group has been given permission to meet on the Deck adjoining the Living Room.

Fitness activity groups meet in the Lower Hall, as weather generally doesn't allow Garden use at this time of year (the exception is Choir, which will continue to meet weekly in the Garden until they no longer want to). The patio is available for those uncomfortable with coming inside. As the Lower Hall is our largest space, most activities are scheduled for this room, with disinfecting time built into the schedule. All activity participants and leaders are expected to follow the posted safety protocol for their space (see APPENDIX 1).

The criteria for Second Level activities are:

- small participant list (must fit room capacity)
- activity allows a minimum of 2m distancing

For a list of First and Second Level activities, see APPENDIX 2.

For the schedule of First and Second Level activities, see APPENDIX 3. Please note, all activity groups must stay within their scheduled time frames. This allows staff to adequately clean/disinfect between activities, and to facilitate daily cleaning routines at the end of the day in a timely fashion. Activity times have been altered from the pre-pandemic schedule, to avoid crowding that occurs

when activities or patron dispersal/arrival overlap. Many lengthier activities have been shortened somewhat, to accommodate provincial requests to limit gathering times.

All activities will require pre-registration at least by the day before, by phone. (On-line registration is a “work in progress” at this point, with the hope of implementing it as an option within the next month or two.) Drop-ins are not guaranteed spots. Instructors will take attendance, and will screen participants at this time (by asking “*do you have any of the following symptoms: coughing, fever, sore throat or difficulty breathing?*”). Following the protocol laid out in our DO NOT ENTER signs, if a participant answers yes to any part of this question, they will not be allowed access to the activity.

Rentals:

Ongoing (Regular) rentals can resume for those groups that can adhere to the room capacities and other protocol outlined in APPENDIX 1. Such renters that normally meet during House hours are included in the schedule in APPENDIX 3. (Please note that our Wednesday evening ongoing renters are also included in this schedule, as our custodian has agreed to shift his Wednesday schedule to accommodate these groups.) Other ongoing evening renters will be accommodated on a case by case basis, dependant on staff availability to support their rental.

One-time rentals will be accommodated on a case by case basis, dependant on size, capability to adhere to House protocol and staff availability to facilitate. Rental fees will be increased as of January 1, 2021, to adequately reflect the new requirements for staff, both administratively and with cleaning.

All renters will be required to appoint a representative willing to monitor physical spacing and hygiene protocol; this representative will sign a waiver on behalf of the group, and will assure that all participants follow all protocol at all times.

Art Gallery:

The Art Gallery is closed until further notice. As Goward House is not re-opening for casual or drop-in activity or socializing, displayed art will not receive the traffic normally associated with our Gallery. Artists expect both publicity and viewers as part of their contract with us, and neither can be accommodated during this limited re-opening.

Our curator has solicited art from in-House artists to hang on the walls, in the meantime.

Library:

Although currently closed, the Library will likely modestly re-open in the next month or so, by appointment only. Used books will be set aside in dated bags, to be reshelfed after a quarantine period of at least 3 days. Patrons will be asked to use hand sanitizer prior to entering library spaces, and again upon leaving.

*HH October 14/20
Revised Nov 23/20*

APPENDIX 1: Room Specific Protocols

regarding Capacity – room numbers are conservative, and consider that occupants will be mobile. It is the responsibility of staff to monitor and program leaders to adhere to the posted limits. Capacity of **WHOLE HOUSE (inside & outside) is 50.*

***regarding Cleaning/Disinfecting – janitor will follow recommended cleaning/disinfecting protocols from WorkSafe BC when providing basic cleaning services for the House, and increase the frequency for cleaning/disinfecting common surfaces between activities in any given room. When the janitor cannot provide the frequent cleaning of common surfaces (i.e. not at work), administrative staff will look after. **We have purchased an electrostatic disinfecter for staff use**; cleaning/disinfecting tools will also be left out for participants to clean surfaces & equipment as necessary. Cleaning /disinfecting schedules will be posted in each room.*

(Following BC CDC guidelines, we will be using Acme Pure Disinfectant (neutral PH, 15ml to 1L water dilution))

****regarding Directional Flow – it is not always possible to have separate entrance & exit doors to each space. When possible, doors will be propped open, to allow patrons easy flow, without touching door surfaces. Exterior doors in the Sun Room, Arts & Crafts Room and Lower Hall will be propped open when weather permits. The main/front door does not need to be propped open due to the automatic door opener (unless a front desk volunteer wishes it to remain open, in terms of air flow).*

Room/Area:	*Capacity:	**Cleaning/Disinfecting:	Hygiene:	***Directional Flow:
LOWER HALL	<p>aerobic activity = 14</p> <p>non-aerobic activity = 18</p>	<ul style="list-style-type: none"> • regular cleaning/disinfecting <u>every janitorial shift</u> • clean/disinfect door handles, light switches, large table <u>after each activity</u> • clean/disinfect fitness <u>equipment after each fitness class</u> • spray bottles and paper towels will also be available for participants who want to disinfect surfaces / equipment • CLEAN fitness equipment will be stored on an appropriately labeled table: <u>Fitness participants will be asked to disinfect equipment before every use. (sign)</u> 	<ul style="list-style-type: none"> • card tables holder covered with tablecloth / DO NOT USE sign • all large tables (except South table and fitness equipment table) put away • wipes /sanitizer on all table, plus lined garbages nearby • fitness equipment room CLOSED (Do Not Enter sign) – usable equipment will be outside this room 	<ul style="list-style-type: none"> • left hand side of each set of double doors propped open • SE double doors for ENTRY only (<i>arrows + signs</i>) • SW double doors for EXIT only (<i>arrows + signs</i>)

THEATRE	Closed – except for Library use (by appt only)	<ul style="list-style-type: none"> Handles & light switches will be disinfected between library appointments 	<ul style="list-style-type: none"> Patrons will be asked to use hand sanitizer prior to entering room, and upon exit 	<ul style="list-style-type: none"> As there will only ever be one patron allowed in at a time, directional flow is not an issue
LOWER BATHROOMS	1 (each)	<ul style="list-style-type: none"> Regular cleaning/disinfecting every janitorial shift Clean/disinfect door handles, light switches, taps, toilet seat several times per day Spray bottles will be available for occupants who want to disinfect surfaces 	<ul style="list-style-type: none"> Soap & water 	<ul style="list-style-type: none"> Exterior door will be propped open (for patrons to see if bathroom is occupied) A couple of 2m distanced spot markers will be outside each bathroom
ARTS & CRAFT ROOM	6	<ul style="list-style-type: none"> Regular cleaning/disinfecting every janitorial shift Clean/disinfect door handles, light switch, tables, chairs after each activity Spray bottle will be available for participants who want to disinfect surfaces 	<ul style="list-style-type: none"> All chairs beyond 6 (capacity) will be stacked with a DO NOT USE sign on them Wipes/sanitizer at entrances, plus lined garbage nearby 	<ul style="list-style-type: none"> Exterior exit door propped open, when possible Interior exit door propped open Chairs will be separated to 2m distances
STAIRWELLS (Interior)	Closed (except to Staff)			
MAIN FLOOR BATHROOMS	1 (each)	<ul style="list-style-type: none"> Regular cleaning/disinfecting every janitorial shift Clean/disinfect door handles, light switches, taps, toilet seat several times per day Spray bottles will be available for occupants who want to disinfect surfaces 	<ul style="list-style-type: none"> Soap & water 	<ul style="list-style-type: none"> Exterior door will be propped open (for patrons to see if bathroom is occupied) A couple of 2m distanced spot markers will be outside each bathroom
LOBBY	Capacity will be the 1 or 2 waiting for each bathroom plus front	<ul style="list-style-type: none"> Regular cleaning/disinfecting every janitorial shift Clean/disinfect door handles, light switches several times per day 	<ul style="list-style-type: none"> Bench will be removed All magazines, newsletters, pamphlets will be removed, except those posted on bulletin boards. Wipes/sanitizer at entrance, plus lined garbage nearby. 	<ul style="list-style-type: none"> Except for those waiting for bathrooms or front desk, this is a transitional area (flow through). As such, “No Loitering” signs will be posted. One or two 2m distanced spots markers will be outside each bathroom and near front desk (not obstructing front door) Front door does <u>not</u> need to be

	desk			propped open, due to automatic door opener, UNLESS front desk volunteer would prefer the increase in air circulation
FRONT DESK	1 (volunteer)	<ul style="list-style-type: none"> Regular cleaning/disinfecting <u>every janitorial shift</u> Clean/disinfect light switches, phone, desks, plex barrier <u>several times per day</u> Debit machine, ticket baskets disinfected <u>after every use</u> (by volunteer) Volunteer washes/sanitizes hands <u>after every transaction</u> Spray bottle & paper towels will be available for volunteer to disinfect surfaces 	<ul style="list-style-type: none"> Cash, cheques and debit/credit options Disinfectant on rear desk Plexiglass shield erected on front desk Gloves will be provided, and recommended for volunteer usage 	<ul style="list-style-type: none"> A couple of 2m distanced spot markers will be along the closest lobby wall
KITCHEN	1 (excluding transient staff)	<ul style="list-style-type: none"> Regular cleaning/disinfecting <u>every janitorial shift</u> Clean/disinfect all surfaces following <u>each volunteer shift (note: food preparation surfaces will be washed according to FoodSafe requirements, then sterilized in our sterilizer. These surfaces should NOT be sprayed with disinfectant)</u> 	<ul style="list-style-type: none"> Only one volunteer is allowed in our Kitchen during a shift. This volunteer will be both gloved and masked. All Foodsafe requirements will continue to be followed during food preparation. 	<ul style="list-style-type: none"> Food pickup will be from the main counter between the Kitchen and the Tea Room Patrons will enter this space from the Living Room, and exit to the Deck (to leave via the stairs). <i>(If a patron has mobility issues, staff can accommodate.)</i>
TEA ROOM	Closed			
LIVING ROOM	9 (includes both sides of living room)	<ul style="list-style-type: none"> Regular cleaning/disinfecting <u>every janitorial shift</u> Clean/disinfect door handles, light switches, tables, arm rests <u>after each activity</u> Spray bottles & paper towels will be available for occupants who want to disinfect surfaces 	<ul style="list-style-type: none"> Magazine, papers will be removed No Globe & Mail hand sanitizer/wipes available at entrance 	<ul style="list-style-type: none"> chairs & furniture separated to 2m distances this space will NOT be used for activities unless the 2 adjoining rooms can't accommodate a group this area will NOT be for socializing; patrons must be attending Goward House for an activity
SUN ROOM	4	<ul style="list-style-type: none"> Regular cleaning/disinfecting <u>every janitorial shift</u> Clean/disinfecting door handles, light switch, tables, arm rests <u>after each activity</u> Spray bottle & paper towels will be available for occupants who want to disinfect surfaces 	<ul style="list-style-type: none"> All chairs beyond 4 (capacity) will be stacked with a DO NOT USE sign on them 	<ul style="list-style-type: none"> Chairs & furniture separated to 2m distances French door propped open Exterior door propped open Library CLOSED, except by appt.

SEQUOIA ROOM	5	<ul style="list-style-type: none"> Regular cleaning/disinfecting <u>every janitorial shift</u> Clean/disinfect door handles, light switch, tables, arm rests, A/V controls (if necc.) <u>after each activity</u> Spray bottle & paper towels will be available for occupants who want to disinfect surfaces 	<ul style="list-style-type: none"> All chairs beyond 5 (capacity) will be stacked with a DO NOT USE sign on them 	<ul style="list-style-type: none"> Chairs separated to 2m distances Door propped open Cupboard door propped open Library CLOSED, except by appt.
GAMES ROOM	6 (Billiards = 2, by appt. only)	<ul style="list-style-type: none"> Regular cleaning/disinfecting <u>every janitorial shift</u> Clean/disinfect door handles, light switch, tables, arm rests, billiards cues/balls (if necc.) <u>after each activity</u> Spray bottle & paper towels will be available for occupants who want to disinfect surfaces. <u>Billiards players will be asked to disinfect cues/balls after every use</u> (sign). 	<ul style="list-style-type: none"> All chairs beyond 6 (capacity) will be stacked or put aside with a DO NOT USE sign on them Hand sanitizer/wipes available at entrance Top floor bathroom CLOSED (staff only) Dart Board DO NOT USE sign on it 	<ul style="list-style-type: none"> Usage of this space is the <u>ONLY</u> exception to the closed stairwells protocol Entry door propped open Doors to office space kept closed
OFFICE SPACES (two offices, hallway, upstairs bathroom)	3 (treated as single space)	<ul style="list-style-type: none"> Regular cleaning/disinfecting <u>every janitorial shift</u> Clean/disinfect common surfaces (such as photocopier keypad, bathroom surfaces) <u>after each use</u> Shared surfaces (computer, phone, desk top, etc.) at assistants' desk <u>MUST</u> be cleaned/disinfected <u>at the end of last/transitional shift</u> by assistant Spray bottle & paper towels will be available for disinfecting 	<ul style="list-style-type: none"> Upstairs bathroom is STAFF ONLY Office supplies cupboard door kept open Hand sanitizer/wipes at each desk Gloves provided, but optional 	<ul style="list-style-type: none"> Administrative offices <u>closed to public</u>, except by appt
DECK	Closed			
PARKING				<ul style="list-style-type: none"> We encourage patrons to park in <u>every second spot</u>, to maximise distancing
GARDEN	25 (preferably fewer)			

APPENDIX 2: **Second** Level Activities

**regarding Safety Protocols Specific to Group – these are in addition to safety protocols outlined in APPENDIX 1.*

Blue and yellow ticket collection baskets will be placed in activity location by staff, and collected by staff at the end of the activity.

Attendance for each activity will be taken by a staff member at the beginning of each activity. This both reinforces capacity, as well as keeps track of all individuals who have, or may have, entered the facility. Pre-registration is required for all activities.

*****Fitness activities in the Fall: although the Patio is officially closed as of October 1, participants are welcome to still participate in a Lower Hall class from outside on the Patio (spacing measures still apply). Instructors are no longer obliged to accommodate Patio participants at this point, though – when weather is inclement, the instructor may close exterior doors, which might hamper Patio participants both visually and aurally. Use is at a patron’s discretion.***

Activity:	Location Options:	*Safety Protocols Specific to Group:
ART: Chinese Brush Painters	<ul style="list-style-type: none"> Lower Hall 	<ul style="list-style-type: none"> Participants are encouraged to bring their own tools. <u>If tools from the House are used, participants are expected to clean them after use, using disinfecting spray.</u>
ART: Wednesday Morning Artists	<ul style="list-style-type: none"> Lower Hall 	
ART: Portrait Painters	<ul style="list-style-type: none"> Lower Hall 	<ul style="list-style-type: none"> Participants are encouraged to bring their own easels. <u>If easels from the House are used, participants are expected to clean them after use, using disinfecting spray.</u>
CRAFTS: Crafters	<ul style="list-style-type: none"> Sun Room Sequoia Room 	
CRAFTS: Quillers	<ul style="list-style-type: none"> Sun Room Sequoia Room 	
**FITNESS: Line Dancing	<ul style="list-style-type: none"> Lower Hall 	<ul style="list-style-type: none"> Rigorous monitoring of physical distancing Physical distancing should be IN EXCESS of 2m Need to adhere to room capacity for aerobic activity
**FITNESS: Strength & Balance	<ul style="list-style-type: none"> Lower Hall 	<ul style="list-style-type: none"> Rigorous monitoring of physical distancing

		<ul style="list-style-type: none"> Physical distancing should be IN EXCESS of 2m Need to adhere to room capacity for aerobic activity Participants must provide own resistance bands (available for purchase from GH) Participants are encouraged to provide their own weights and balls. If weights/balls from the House are used, participants are expected to clean them before use, using disinfecting spray.
**FITNESS: Tai Chi	<ul style="list-style-type: none"> Lower Hall 	<ul style="list-style-type: none"> Rigorous monitoring of physical distancing Physical distancing should be IN EXCESS of 2m Need to adhere to room capacity for aerobic activity
FITNESS: Walking Group	<ul style="list-style-type: none"> Meet outside House 	
**FITNESS: Yoga	<ul style="list-style-type: none"> Lower Hall 	<ul style="list-style-type: none"> Rigorous monitoring of social distancing Social distancing should be IN EXCESS of 2m If in Lower Hall, need to adhere to room capacity Participants must provide own yoga mats
LANGUAGE: Advanced French	<ul style="list-style-type: none"> Lower Hall 	
LANGUAGE: German Conversation	<ul style="list-style-type: none"> Living Room Deck 	<ul style="list-style-type: none"> Deck use is by pre-arrangement only, and at the discretion of the Group Leader (weather dependant)
LANGUAGE: Italian Conversation	<ul style="list-style-type: none"> Living Room Lower Hall 	<ul style="list-style-type: none"> If using Living Room, no activity will be booked for the adjoining rooms
LANGUAGE: Spanish Conversation	<ul style="list-style-type: none"> Lower Hall 	
BILLIARDS	<ul style="list-style-type: none"> Games Room 	<ul style="list-style-type: none"> By appointment ONLY; maximum of 2 players Participants are encouraged to bring their own cues. If cues from the House are used, participants are expected to clean them after use, using disinfecting spray. Participants are expected to clean balls after use, using disinfecting spray.
BOOK CLUB	<ul style="list-style-type: none"> Living Room 	<ul style="list-style-type: none"> No activity will be booked in adjoining rooms Must adhere to room capacity
BRIDGE (Social)	<ul style="list-style-type: none"> Living Room Sun Room Sequoia Room Billiards Room 	<ul style="list-style-type: none"> Participants MUST sign waiver restricting play to within a registered cohort (see Appendix 5), and must have pre-registered for a specific room and time There will be NO intermingling or exchanging of participants between cohorts Masks will be worn to and from each game Players will provide their own cards, etc.

CHOIR	<ul style="list-style-type: none"> • Garden 	<ul style="list-style-type: none"> • Choir is treated as a Fitness class, and as such, must adhere to the more than 2m spacing requirement • Choir will ALWAYS be outside (do not meet when weather is bad)
IPad CLUB	<ul style="list-style-type: none"> • Sequoia Room 	
MAH JONG	<ul style="list-style-type: none"> • Living Room • Sun Room • Sequoia Room • Billiards Room 	<ul style="list-style-type: none"> • Participants MUST sign waiver restricting play to within a registered cohort (<i>see Appendix 5</i>), and must have pre-registered for a specific room and time • There will be NO intermingling or exchanging of participants between cohorts • Masks will be worn to and from each game • Players will provide their own tiles, etc.
MEDITATION	<ul style="list-style-type: none"> • Living Room 	<ul style="list-style-type: none"> • No activity will be booked in adjoining rooms • Must adhere to room capacity
DELIVERIES	(Signage will be on front door & outside kitchen entrance.)	<ul style="list-style-type: none"> • Enter through Front Door or drop off at kitchen door • Must follow safety protocol in terms of spacing and hygiene

HH October 14/20

APPENDIX 3: Schedule for Second Level Activities

*First capacity number is for aerobic activities; second capacity number is for non-aerobic. Numbers shift October 1st.

The **Garden will be available only until September 30 for groups scheduled in the Lower Hall.

***Regarding the **Games Room**: Billiards is BY APPOINTMENT ONLY, and restricted to 2 players.

(capacity)	Sequoia Room 5	Sun Room 4	Living Room 9	Arts & Crafts Room 6	*Lower Hall 12 & 18 (til Sept 30) 14 & 18 (Oct 1 on)	**Garden 25	***Games Room (Billiards by appt) 6
Monday am	+Quillers 10:30-12:00	+Quillers 10:30-12:00 (1 st /3 rd weeks)			Strength & Balance 9:00-10:00		
	IPad Club 10:00-11:30 (1 st /3 rd weeks)				Strength & Balance 10:30-11:30		
Monday pm			Meditation 2:30-4:00		Tai Chi Noon-1:00	GORDON MUIR 5-6:30 (weather dependent)	
					Tai Chi 1:15-2:15		
Tuesday am					Line Dancing 9:30-11:00		
Tuesday pm			Book Club 1:00-2:30 (3 rd week)		Adv. French Conv. 11:30-1:30		
					Portrait Painters 2:00-4:30		
Wednesday am					Drop-In Art 8:30-11:00		
Wednesday pm	Crafters 1:00-3:30				Chinese Brush Painters 11:30-2:00		
Thursday am			German Conv. 9:30-11:00 (1 st /3 rd weeks)		Tai Chi 9:00-10:00		
					Tai Chi 10:15-11:15		
Thursday pm			MONEY MATTERS 1:30-3:30 (4 th week)		Strength & Balance 12:00-1:00		
					JENNIFER OLSON 1:30-4:00		
					VMNIC 2:00-4:00 (3 rd week)		

Friday am					Yoga 9:30-10:30		
					Adv. Spanish Conv. 11 – 12:30		
Friday pm					JENNIFER OLSON 1:00-3:30	Choir 1:00 – 3:00 (weather dependent)	

The **Walking Group** will continue to meet Mondays at 10am, but gather OUTSIDE the front of the House before departing for their walk.

+When the **IPad Club** meets (1st/3rd Mondays if necc.), the **Quillers** will move to the Sun Room. (If capacity is not large enough, they can move to the Games Room. Staff will facilitate.)

Rentals during House hours

- Room capacity and other protocols must be adhered to, and monitored by a representative.
- Hours have been reduced or moved to time slots that accommodate our custodian’s schedule.

Janitorial requirements

- Janitor would look after all cleaning and disinfecting related to group activities, Mondays 9-5 / Wednesdays 9-5 / Thursdays 10-2 / Fridays 9-5
- Tuesday and Thursday cleaning and disinfecting for group activities would be looked after by administrative staff
- Protocols from the WorkSafe BC guide to cleaning and disinfecting would be adhered to
- All patrons using fitness equipment (weights, balls), or billiards equipment (cues, balls), would be encouraged to supply their own equipment. Disinfecting spray and paper towels will be available for cleaning these items. When using House equipment, patrons are REQUIRED to disinfect before each use (fitness equipment), and before & after each use (billiards equipment). Signs will be posted to this effect. Staff will thoroughly clean & disinfect this equipment, following the WorkSafe BC 2-step process, a minimum of once/day, on days with relevant activities scheduled.

HH October 14/20

Revised Nov 23/20

APPENDIX 4: Respiratory Illness Incident Report Form

RESPIRATORY ILLNESS INCIDENT REPORT FORM for GOWARD HOUSE SOCIETY

**** All incidents of Respiratory Illness must be reported and recorded ****



1) PATIENT MUST IMMEDIATELY GO TO ISOLATION ROOM (Tea Room), AND BE ASSESSED BY STAFF

Date: _____ Time: _____ Location of illness onset: _____

Name (patient): _____

Is patient GH Member, Staff or Employee: _____

Has patient been off Vancouver Island recently? _____ Has patient had a COVID-19 test recently? _____

Symptoms exhibited:

Fever	<input type="checkbox"/>
Cough	<input type="checkbox"/>
Fatigue	<input type="checkbox"/>
Sore throat	<input type="checkbox"/>
Runny nose	<input type="checkbox"/>
Difficulty breathing / Shortness of breath	<input type="checkbox"/>

Other symptoms:

(more on reverse)

2) STAFF WILL CONTACT HEALTHLINK “8-1-1”

Instructions Received:

**3) IF PATIENT IS CONFIRMED AS COVID-19 CASE,
STAFF WILL CONTACT SAANICH “PATIENT ZERO” REPRESENTATIVE**

PRIMARY: Harley Machielse (Engineering) 250-475-1775, ext. 5446

SECONDARY: Shane Laye (Facility Operations) 250-896-4177

Instructions Received:

Reported by:	Volunteer	Staff	Instructor/Facilitator	Other	<hr/>
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	NAME				SIGNATURE
Today's Date:	<hr/>				

Appendix 5: Social Bridge & Mahjong Cohort and Waiver Form

SOCIAL BRIDGE / MAHJONG

Cohort and Waiver Form

We, the undersigned, are declaring ourselves a “cohort” of 4 players who will play Social Bridge or Mahjong at Goward House, exclusively with each other. We will play ONLY with members of our cohort, and not fraternize with any other cohort playing in the House at the same time. We will be masked until seated, masked if temporarily leaving the game to use the washroom, and masked after the game and leaving the House. If one of our cohort cannot play, for any reason, we will not find a replacement player.*

We agree to abide by all the safety protocol at Goward House, namely to:

- Follow room capacity limits (posted)
- Follow spacing requirements of 2m when not seated and playing our game
- Disinfect all surfaces we use both before AND after use
- Practice good hygiene by using hand sanitizer prior to the game, during the game if leaving the table, and after the game
- Follow all posted signage
- Wear a mask when not playing our game, and
- NOT come to Goward House if feeling at all unwell.

We will provide all our own tools (cards, pens, paper, tiles, etc.), bringing them each time and taking away after each game.

Scheduling is through the Administrator. Each player must be a registered Member, and pay a blue ticket each game. Attendance will be monitored by staff.

*(*Bridge: If a player is absent, the alternate may play. Only 4 players may come to Goward House at a time. Bridge and Mahjong: No players can be registered for more than one cohort. Should the cohort wish to dissolve to re-form as a new cohort with the replacement players, they may do so after a 2-week no playing period.)*

Day(s) of the week preferred: _____ morning or afternoon _____

Cohort Group Leader: _____ Bridge or Mahjong: _____

	<u>Name of Player</u>	<u>Player Signature</u>	<u>Phone #</u>	<u>Date</u>
1)	_____	_____	_____	_____
2)	_____	_____	_____	_____
3)	_____	_____	_____	_____
4)	_____	_____	_____	_____
Bridge alternate:	_____	_____	_____	_____

FOR OFFICE USE ONLY:

This cohort has been assigned to _____ at _____,
(room) (3 hr time)

_____, commencing _____.
(weekly or bi-weekly) (start date)

APPENDIX 6: Daily Health Check -- STAFF

Staff Daily Health Check

Have you:

- Travelled outside of Canada within the last 14 days?
- Been identified by Public Health as a close contact of someone with COVID-19?
- Been told to isolate by Public Health?

Are you displaying any of the following symptoms?

- | | |
|---|--|
| <input type="radio"/> Fever or chills | <input type="radio"/> Extreme fatigue or tiredness |
| <input type="radio"/> Cough | <input type="radio"/> Headache |
| <input type="radio"/> Loss of sense of smell or taste | <input type="radio"/> Body aches |
| <input type="radio"/> Difficulty breathing | <input type="radio"/> Nausea or vomiting |
| <input type="radio"/> Sore throat | <input type="radio"/> Diarrhea |
| <input type="radio"/> Loss of appetite | |

Name: _____ Signature: _____ Date: _____