

Goward House:

“Step 3”

RESTART PLAN

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Goals:

1) Our **primary goal** is to safely transition Goward House into “Step 3” of the Provincial Government’s Restart Plan, adapting the now flexible PHO safety recommendations to suite our space and our clientele. We are moving from a set of mandated rules to guidelines for personal risk assessment and management, and from a Safety Plan specific for COVID-19 to a more generalized Communicable Diseases Plan (APPENDIX 5) which will become a permanent component of Goward House operational policy. *(Although we are no longer required to post either our Goward House Restart Plan nor our Communicable Diseases Plan, we feel it is prudent to post both on our website and at each of the main entrances of the House, regardless.)*

2) Looking beyond “Step 3,” we will retain some changes catalyzed by the pandemic. Our **secondary goal** is to evaluate the changes that the last year and a half brought to the House, and build on the changes we want to retain. The strengths that were highlighted during this time need to be both defined and fortified.

General Protocols:

Provincial recommendations for safety protocol have changed significantly, in Step 3.

Some **guidelines have changed:**

- indoor capacity moves from room by room requirements (based on distancing) to a collective “whole House” capacity (half of our capacity in pre-pandemic times, which is $110 \times \frac{1}{2} = 55$)
- outdoor capacity will reflect our indoor capacity, as we will assume outdoor users might use indoor spaces if weather is inclement
- spacing restrictions are removed, although members are urged to respect others’ need for personal space, and to avoid congestion
- masks are no longer mandatory, but are recommended for those not 14 days past their second COVID vaccine, those engaging in large groups with many strangers, and those whose personal risk assessment delineates they wear masks. We again ask members to respect others’ choice to wear a mask.
- pre-registration for ongoing activities is no longer required, although attendance will continue to be taken

Other **guidelines remain in place:**

- hand hygiene is urged to be a frequent practise for everyone in the House (hand sanitizers, or washing with soap and water), and we ask members to practice safe sneezing & coughing hygiene while in the House (into crook of arm or cloth barrier, then clean hands). Of course, if ill, do not come to the House.
- ventilation by opening doors and windows is requested when possible
- regular cleaning & disinfecting of common surfaces and surfaces specific to an activity
- participants are requested to stay seated during their non-fitness activities, and not switch chairs (participants are asked not to move between concurrent activities or parties)
- **do not enter if unwell!** If a member becomes ill while in the House, staff must be notified.

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.

We expect to retain some protocol artefacts from the pandemic, including our plex barrier at reception, opening the patio to fitness during the warmer months, and offering ZOOM options for some programming.

Businesses are asked to be prepared to promptly return to more restrictive protocols, if needed, based on notification from the PHO.

Area Specific Protocols:

As we move into a “whole House” risk management model, away from individual rooms, our safety protocol become more general, and we are able to open up additional spaces for use. That said, our **stairwell will remain closed** to all but staff, **bathroom outer doors will remain open** and our **Tea Room will stay closed** until the Kitchen re-opens in the Fall. The **fitness storage cupboard** also remains closed during this Step. The plexiglass barrier at reception will remain in place.

In Step 3, our cleaning reflects a “common sense” approach, rather than rigorous and constant disinfecting. Indoor mask usage and distancing become personal choices based on risk assessment, informed guidance, and respect for those around us.

Hand sanitizer will be placed throughout the House, doors and windows will be opened when possible, and we ask that anyone feeling ill does NOT come to the House.

Directional flow arrows have been removed, as adherence was difficult to monitor (and very few followed the requirement). That said, congregating and the resultant clustering is still prohibited. All participants in all non-fitness activities must be seated, and must not change seats. If using the deck, patrons need to remain with their party, and not mingle with other parties.

Cleaning

In Step 3 we are moving to safety measures that accommodate communicable diseases in general, as opposed to specifics around COVID-19. With that in mind, our cleaning becomes more routine and general, and we ease off from over-disinfecting all surfaces. Patrons using the House will know that staff are following a regular cleaning schedule, and part of their own risk management processes will be to follow hygiene protocol (regular use of hand sanitizer or washing their hands, coughing or sneezing into their elbow or behind a tissue), encourage ventilation (open doors and windows when possible), and stay away if ill.

Staff will use spray sanitizers to clean all high-touch surfaces following each activity, and following shift changes in volunteer areas (in Step 3, the reception area). At the end of the day, our janitor will use our electrostatic sprayer to disinfect all used surfaces.

Fitness equipment belonging to the House will be disinfected following each class, and stored on long tables in the Lower Hall.

Bathrooms will be cleaned twice a day, the first with spray cleaners and the second with the electrostatic sprayer.

Spray bottles with a sanitizing solution will be left in each bathroom, on the deck, in admin offices and at reception, for patrons to use should they wish. We recommend that at reception and staff shift changes, those leaving should spray and wipe high touch surfaces.

Modified cleaning schedules will be posted in each space.

Staffing:

All staff have resumed their normal schedules:

- Administrator M-F, 8-4
- Assistant Administrator I M & Tu, 8:30-4:30
- Assistant Administrator II W-F, 8:30-4:30
- Janitor full days M, W, F and half day Th (extra time as needed)
- Custodian as needed

Staff had been asked to maintain their schedules with austerity, but as we move through the next few stages of re-opening, staffing hours can absorb some flexibility (more hours as needed). Janitorial hours will decrease as the rigours of pandemic disinfecting become more moderate, but will increase as the House is used more. Custodial hours will rise dramatically as more rentals are booked. (The process for hiring a weekend custodian should start again, sometime in the next 6 months. In the meantime, our custodian has assured us he can handle the workload while the scheduling inevitably increases.)

Staff are recommended to wear masks until they are 14 days past their second COVID vaccine, and based on personal risk assessment. Although staff will no longer need to fill out a Daily Health Check, everyone knows to stay home when ill, or go home if becoming ill at work. (Although Goward House does not cover “sick days” persay, every effort will be made to allow non-salaried staff to recover lost hours from being ill, or to work from home.) All staff are entitled to up to 3 full days of sick day compensation, for time lost due to COVID related issues. All staff are entitled to up to 3 paid hours away from work to receive a COVID vaccine.

Should any staff member contract COVID-19, and it is determined that they were contagious while at work, WorkSafeBC will close the House for 10 days.

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. Shifts remain at the shorter time of 2 hours, primarily to coincide heightened activity in the House (see APPENDIX 3). As before, 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 are planning to increase shift times, following Labour Day weekend and entry into Step 4 of the Provincial Restart Plan.

Our Tea Room and Kitchen will open in Step 4. We intend to re-open modestly, likely for 3 days a week to start (M, W, Th), with a view to increase days once volunteer numbers improve. We will likely schedule 1 volunteer per shift on slower days, and double this for our busiest day (W). Planning will need to be flexible, and pivot quickly based on a number of key factors (customer interest, volunteer availability, and supplies).

Volunteers will assist the janitor with basic cleaning (pre-ordained intervals + as needed). The janitor or staff will disinfect the Front Desk area at the end of the day, as well as high touch areas in the Tea Room and high touch non-food surfaces in the Kitchen (when opened).

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.

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

Illness On Site:

Self-monitoring for illness is required for all patrons, staff and volunteers at Goward House. No-one should enter the House if they are ill. Should an employee, volunteer or patron start exhibiting symptoms while at the House they **must notify staff immediately**. The patient will be isolated in either the Sun Room or Deck, Arts & Crafts Room or Patio. The Administrator, or another staff member, will:

- confirm contact information and illness details of the patient, via an “**Illness Incident Form***” (see APPENDIX 3) (this incident form is for all illness, potentially communicable and not)
- call for ambulance, if necessary
- call 8-1-1- or VIHA, if necessary
- contact Saanich’s “Patient Zero” representative (*also, see Appendix 3*) 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 an employee test positive for COVID-19, and prove to have been contagious while at work, we are required to close the facility for 10 days. Should a patron or volunteer test positive, closure or non-closure details will be determined by WorkSafe BC and VIHA.

*(*Please note: Goward House has three Incident Report Forms: Illness Incident Form, Harassment Incident Form and General Incident Form. The Illness form is now required for all businesses. Both the Illness and Harassment forms are tailored to a specific set of conditions, while our General form captures everything else.)*

Activities

Most activities are able to return in Step 3, increasing in number if desired (although, as we are in the summer months, some of the groups take a traditional two month hiatus, and others have fewer participants for the same reason). Our total House capacity of 50%, or 55 people, accommodates our summer scheduling at any given point, with the exception of Duplicate Bridge. DB has opted not to return until Step 4, when the House will have even more flexibility in terms of whole House capacity, and when the Tea Room modestly re-opens.

Another activity waiting until Step 4 is Line Dancing, our only high-impact fitness group. Although this group would technically be allowed to return now, the instructors would feel more comfortable to wait a few more months.

Choir, which we treat as a high-impact fitness group, has agreed to continue to meet outside in the Garden through summer. Again, although we are exceeding PHO safety recommendation by asking this group to rehearse outside, the large size of the group and the success of prior outdoor rehearsals makes outdoor rehearsals a logical choice.

The patio will remain open and available from May – Sept as an option for fitness participants.

Pre-registration is no longer required for any activity, but attendance will continue to be taken (by staff initially, and eventually by Group Leaders/Instructors or their designate). Drop-in attendance is now accepted for activities.

Activity waivers, acknowledging current safety protocol, will continue to be required for each Group Leader/Instructor. (Updated safety waivers, for each activity Leader/Instructor on behalf of their activity group, will now be annual and permanent.) Social Bridge and Mahjong groups will designate a party leader, who will sign a waiver available at reception. It is advisable that game playing parties check with administration prior to their game regarding room availability.

For a list of how our activity groups will move through the four Steps, see APPENDIX 1.

For a Step 3 activity schedule, see APPENDIX 2. Please note, all activity groups must stay within their scheduled time frames. This allows staff to adequately clean between activities, and to facilitate daily disinfecting routines at the end of the day in a timely fashion. Activity times remain altered from the pre-pandemic schedule, to avoid crowding that occurs when activities or patron dispersal/arrival overlap.

Kitchen & Tea Room:

The Kitchen and Tea Room remain closed in Step 3, aside from two summer BBQs, with pre-ordered meals to be eaten on the Deck or lawn. For these events, although there is no limit to the number allowed in any dining party, there is to be NO socializing between parties sitting concurrently, and patrons are not to move from chair to chair.

The Kitchen will be re-opened modestly, in Step 4. We anticipate opening for 3 days per week (likely M, W, Th), for about 3 hours per day (possibly longer on W). Generally, 1 volunteer will be needed for each shift; 2 on Wednesdays.

The Tea Room will be cleaned regularly by staff, and disinfected at the end of the day. The Kitchen will be cleaned regularly by volunteers, and high touch non-food surfaces will be spray-cleaned and wiped at the end of the day.

Payments will NOT be in the kitchen, but at the Front Desk. Details TBD, but we may involve a separate volunteer for food sales only on high volume days.

Menu options are being evaluated and researched through Step 3, with an idea to change some of our vendors. We intend to expand gluten-free and vegetarian options. Self-serve beverages and sweets are to be considered, and are not guaranteed.

Although the Kitchen has always been off limits to all but staff and on-duty kitchen volunteers, these restrictions have never been fully enforced. With our re-opening, limitations to who can enter the Kitchen will be enforced. Anyone needing access outside these parameters will need permission from staff.

Rentals:

Ongoing (Regular) rentals continue and expand for almost all of our regular groups (see APPENDIX 1). Increasing our ongoing rentals depends on custodial availability – our custodian has agreed to accommodate all rentals, within reason, as our rental schedule picks up during Step 3 and Step 4.

One-time event rentals are accommodated on a case by case basis, dependant on our reduced capacity requirement, and the ability to follow government protocols (i.e. no dancing). Currently, and until the pandemic is more or less over, our cancellation policy is not in effect. I have agreements with everyone pursuing a contract that we will stay in contact as changes occur in the lead up time to their event, making changes to their contract (or postponing/cancelling) as necessary.

All renters are required to appoint a representative willing to monitor safety 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 (see APPENDIX 4).

We were in process of hiring a weekend custodian just prior to the pandemic, and discussions are ongoing as to when to restart that process (we need enough weekend rentals to justify hiring/training an additional staff member, while not taxing our current custodian too much in the leadup to that time).

Art Gallery:

The Art Gallery is open, as we can now accommodate drop-in visitors. Our curator is busy preparing for a first show in the Fall.

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

We are considering expanding the show space to include our newly renovated Library.

Library:

Our Library is open, and our two librarians are busy preparing the space for more fulsome use in the Fall. The Library space is undergoing renos in the summer that will allow this space to be utilized better as a meeting room, and as a quiet place for Members. The renos will allow for more ventilation (two entrances as opposed to one), and easier cleaning (new carpet and furniture).

Current safety protocol include bagging used books in dated bags, to be reshelved after a quarantine period of at least 3 days. (This precaution is likely no longer be required in Step 4.) Patrons will be asked to use hand sanitizer prior to entering library spaces, and again upon leaving.

HH July 1/21

Appendix 1: ACTIVITIES – 4 Steps of Re-Opening

ACTIVITY:	STEP 1 (May 25)	STEP 2 (June 15)	STEP 3 (July 1)	STEP 4 (Sept 7)	Return Date / Notes
(Drop-In) Art	<ul style="list-style-type: none"> Up to 10, inside Masks Distancing Weds, LH, 8:30-11am	<ul style="list-style-type: none"> Up to 18, inside Masks Distancing 	<ul style="list-style-type: none"> Increased capacity Masks by personal risk assessment 	<ul style="list-style-type: none"> Normal capacity (change time slot)	Weds June 2
Book Club	<i>(don't meet til after June 15)</i>	<ul style="list-style-type: none"> Up to 9 in LR; up to 18 in LH Masks Distancing 3 rd Tues, LR, 1-2:30pm (by ZOOM for June)	<ul style="list-style-type: none"> Increased capacity Masks by personal risk assessment 	<ul style="list-style-type: none"> Normal capacity (Change date and location -- Thursdays, possibly upstairs. . .)	Resume in September
Bridge – Social	<i>(by cohort only)</i>	<i>(by cohort only)</i>	<ul style="list-style-type: none"> Masks by personal risk assessment No mingling of concurrent parties Assorted times/locations	<ul style="list-style-type: none"> As normal (able to build more permanently into schedule)	Able to drop-in in July (advised to call ahead about room availability)
Bridge – Duplicate			<ul style="list-style-type: none"> Increased capacity Masks by personal risk assessment 	<ul style="list-style-type: none"> Normal capacity Weds afternoons, LH	September (when Tea Room is open and capacity numbers are unrestricted)
Chinese Brush Painters	<ul style="list-style-type: none"> Up to 10, inside Masks Distancing Weds, LH, 11:30-2pm	<ul style="list-style-type: none"> Up to 18, inside Masks Distancing 	<ul style="list-style-type: none"> Increased capacity Masks by personal risk assessment 	<ul style="list-style-type: none"> Normal capacity (change location and time slot)	Weds June 2
Choir	<ul style="list-style-type: none"> Up to 25, outdoors Masks (if less than 3m apart) Distancing Fri, Garden, 1-3pm	<ul style="list-style-type: none"> Indoor capacity still 18. . . prob stay outdoors 	<ul style="list-style-type: none"> Remain outdoors 	<ul style="list-style-type: none"> Normal capacity Indoors (change time slot?)	Fri June 11 Outdoors, <u>3m apart (no masks)</u>
Crafters	<ul style="list-style-type: none"> Up to 5, inside Masks Distancing Weds, SR, 1-3pm	<i>(same)</i>	<ul style="list-style-type: none"> Increased capacity Masks by personal risk assessment 	<ul style="list-style-type: none"> Normal capacity 	Weds Jun 2

(Adv) French Conv.	<ul style="list-style-type: none"> Up to 10, inside (or 25 outdoors) Masks Distancing Tues, LH, 11:30-1:30pm	<ul style="list-style-type: none"> Up to 18, inside Masks Distancing 	<ul style="list-style-type: none"> Increased capacity Masks by personal risk assessment 	<ul style="list-style-type: none"> Normal capacity (change location & time slot)	Tues June 1 Outdoors (more capacity) 2m apart, no masks
German Conv.	<ul style="list-style-type: none"> Up to 9, inside (more, on deck) Masks & distancing, inside Distancing, outside Weds, LR/deck, 9:30-11am	(same)	<ul style="list-style-type: none"> Increased capacity Masks by personal risk assessment 	<ul style="list-style-type: none"> Normal capacity 	DISBANDED Advertise in Gazette (Aug? Sept?) for interest in restart. . . time/location TBD
IPad Club	<ul style="list-style-type: none"> Up to 5, inside Masks Distancing Mon, SR, 10-11:30am	(same)	<ul style="list-style-type: none"> Increased capacity Masks? Distancing? 	<ul style="list-style-type: none"> Normal capacity 	Mon June 7
Italian Conv.	<ul style="list-style-type: none"> Up to 9 (LR) or 10 (LH), inside Masks Distancing 	<ul style="list-style-type: none"> Up to 18, LH Masks Distancing 	<ul style="list-style-type: none"> Increased capacity Masks? Distancing? 	<ul style="list-style-type: none"> Normal capacity (change location & time slot)	September return
Line Dancing		<ul style="list-style-type: none"> Reduced capacity, inside (TBD) Masks Distancing Tues, LH, 9:30-11:00	<ul style="list-style-type: none"> Increased capacity Masks by personal risk assessment 	<ul style="list-style-type: none"> Normal capacity 	Betty wants to resume in September. . . (when no restrictions)
Mah Jong	(by cohort only)	(by cohort only)	<ul style="list-style-type: none"> Masks by personal risk assessment No mingling of concurrent parties Assorted times/locations	<ul style="list-style-type: none"> As normal (able to build more permanently into schedule) 	Able to dtop-in in July (advised to call ahead about room availability)
Meditation	<ul style="list-style-type: none"> Up to 9, inside Masks 	(same)	<ul style="list-style-type: none"> Increased capacity Masks by personal 	<ul style="list-style-type: none"> Normal capacity (move location)	Mon June 7

	<ul style="list-style-type: none"> • Distancing <p>Mon, LR, 2:30-4:pm</p>		risk assessment		
Portrait Painters	<ul style="list-style-type: none"> • Up to 10, inside • Masks • Distancing <p>Tues, LH, 2:00-4:30pm</p>	<ul style="list-style-type: none"> • Up to 18, inside • Masks • Distancing 	<ul style="list-style-type: none"> • Increased capacity • Masks by personal risk assessment 	<ul style="list-style-type: none"> • Normal capacity <p>(change time slot)</p>	September
Qi Gong	<ul style="list-style-type: none"> • Up to 14, inside (+ 6 patio) • Masks, if inside • Distancing <p>Mon, LH, 2:30-3:30</p>	<ul style="list-style-type: none"> • Increased capacity • Masks • Distancing 	<ul style="list-style-type: none"> • Increased capacity • Masks by personal risk assessment 	<ul style="list-style-type: none"> • Normal capacity 	Mon May 31
Quillers	<ul style="list-style-type: none"> • Up to 5, inside • Masks • Distancing <p>Mon, SR, 10:30-noon (first Mon = Sun Rm)</p>	<i>(same)</i>	<ul style="list-style-type: none"> • Increased capacity • Masks by personal risk assessment 	<ul style="list-style-type: none"> • Normal capacity 	Mon May 31
(Adv) Spanish Conv.	<ul style="list-style-type: none"> • Up to 10, inside (or 25 outdoors) • Masks, if inside • Distancing <p>Fri, LH, 11-12:30pm</p>	<ul style="list-style-type: none"> • Up to 18, inside • Masks • Distancing 	<ul style="list-style-type: none"> • Increased capacity • Masks by personal risk assessment 	<ul style="list-style-type: none"> • Normal capacity <p>(change location / time slot)</p>	Fri June 11
Strength & Balance	<ul style="list-style-type: none"> • Up to 14, inside (+ 6 patio) • Masks, if inside • Distancing <p>Mon, LH, 9-11:30 / Thurs, LH, 12-1pm</p>	<ul style="list-style-type: none"> • Increased capacity • Masks • Distancing 	<ul style="list-style-type: none"> • Increased capacity • Masks by personal risk assessment 	<ul style="list-style-type: none"> • Normal capacity <p>(increase number of classes? As availability of LH expands)</p>	Thurs May 27
Tai Chi	<ul style="list-style-type: none"> • Up to 14, inside (+ 6 patio) • Masks, if inside • Distancing <p>Mon, LH, 9-11:30 / Thurs, LH, 9-11:1am</p>	<ul style="list-style-type: none"> • Increased capacity • Masks • Distancing 	<ul style="list-style-type: none"> • Increased capacity • Masks by personal risk assessment 	<ul style="list-style-type: none"> • Normal capacity 	Thurs May 27
Walkie Talkies	<ul style="list-style-type: none"> • Up to 10, outside (walking) • Masks optional, if distanced 	<ul style="list-style-type: none"> • Increased capacity (walking) • Masks optional, if distanced 	<ul style="list-style-type: none"> • Increased capacity • Masks by personal risk assessment 	<ul style="list-style-type: none"> • Normal capacity 	Mon June 7

	Mon, outside, 10-11:30am				
Yoga	<ul style="list-style-type: none"> Up to 14, inside (+ 6 patio) Andrea prefers max of 8 Masks, if inside Distancing Fri, LH, 9:30-10:30am	<ul style="list-style-type: none"> Increased capacity Masks Distancing 	<ul style="list-style-type: none"> Increased capacity Masks by personal risk assessment 	<ul style="list-style-type: none"> Normal capacity 	Fri May 28 (then HIATUS until Sept)
ART GALLERY			<ul style="list-style-type: none"> “Drop-ins” (casual visitors) allowed Masks by personal risk assessment 	<ul style="list-style-type: none"> Normal scheduling 	Although allowed in July, considering prep time, first Art Show in Sept or Oct. . .
LIBRARY	<ul style="list-style-type: none"> 1 at a time, pre-registration Masks Hand sanitizer on way in and way out / protocol for returned books 	<i>(same)</i>	<ul style="list-style-type: none"> “Drop-ins” (casual visitors) allowed Masks by personal risk assessment Book return protocol updated. . . 	<ul style="list-style-type: none"> Normal capacity Book returns as before pandemic 	Open NOW
TEA ROOM	<ul style="list-style-type: none"> Seated, pre-registration, indoor & outdoor capacities based 2m spacing, limits at tables Masks indoors until seated & eating Takeout/sit-in different locations Protocol for kitchen, for customers, for servers, for cleaning, etc. 	<ul style="list-style-type: none"> Restrictions evolve (TBA) Strawberry Tea Event, with Safety Plan, outdoors only 	<ul style="list-style-type: none"> Restrictions evolve further (TBA) BBQs, outdoors only 	<ul style="list-style-type: none"> Normal capacity Restrictions TBA 	Aiming for a modest (partial) Sept opening, following Labour Day weekend Looking at 3 shortened days to start 1 volunteer per shift? Modified menu?

VOLUNTEERS	<ul style="list-style-type: none"> 1/shift, front desk (2 2hr shifts daily) Everett follows Saanich guidelines for Woodlands (= no new volunteers) 	<i>(same)</i>	<i>(same)</i>	<ul style="list-style-type: none"> Increase length of front desk shifts? Kitchen shifts, 1/shift, 3 days of 3hr shifts 	Front Desk: in place now / gradually increase length of shift? Kitchen: in place for September / start modestly, gradually increase capacity & frequency
<i>Ongoing Renters:</i>					
BC Guild of WineJudges				<ul style="list-style-type: none"> Normal capacity 	Likely return in September. . . waiting to hear from Regional Master
CBRA		<ul style="list-style-type: none"> Up to 18, inside Masks Distancing 4 th Wed, LR, 7-9pm	<ul style="list-style-type: none"> Increased capacity Masks by personal risk assessment 	<ul style="list-style-type: none"> Normal capacity 	Return in Sept (Sequoia Room) (New Pres = Liz Miller) (Liz will confirm in Aug)
CB Emerg Pl		<ul style="list-style-type: none"> Up to 18, inside Masks Distancing 4 th Wed, LR, 7-9pm	<ul style="list-style-type: none"> Increased capacity Masks by personal risk assessment 	<ul style="list-style-type: none"> Normal capacity 	Return in Sept (Sequoia Rm) (Kevin will confirm in late Aug)
Money Matters		<ul style="list-style-type: none"> Up to 18, inside Masks Distancing 4 th Thurs, LR, 1:30-3:30pm	<ul style="list-style-type: none"> Increased capacity Masks by personal risk assessment 	<ul style="list-style-type: none"> Normal capacity (change location? Time?) 	Return in Fall
(Jennifer) Olson Art Studio	<ul style="list-style-type: none"> Up to 10, inside Masks distancing 	<ul style="list-style-type: none"> Up to 18, inside Masks Distancing 	<ul style="list-style-type: none"> Increased capacity Masks by personal risk assessment (see notes) 	<ul style="list-style-type: none"> Normal capacity 	Mon July 5 Returns to Arts & Crafts Rm in Fall / trying to patch together a week of class early July and late Aug, using the A & C Rm)
VMNIC		<ul style="list-style-type: none"> Up to 18, inside Masks Distancing 3 rd Thurs, LH, 2-4pm	<ul style="list-style-type: none"> Increased capacity Masks by personal risk assessment 	<ul style="list-style-type: none"> Normal capacity 	Returning July 15

Wed. Meditators	<ul style="list-style-type: none"> • Up to 10, inside • Masks • Distancing 1 st Weds, LH, 7-9pm	<ul style="list-style-type: none"> • Up to 18, inside • Masks • Distancing 	<ul style="list-style-type: none"> • Increased capacity • Masks by personal risk assessment 	<ul style="list-style-type: none"> • Normal capacity (change location!) 	Weds June 2

HHI May 25/21
 Revised July 1/21

APPENDIX 2: Schedule for Step 3 Activities

(July 1/21 onwards)

* Garden is available for groups scheduled in the Lower Hall

** Billiards in the Games Room is BY APPOINTMENT ONLY

Capacity = 55 (whole House)	Sequoia Room	Sun Room	Living Room	Arts & Crafts Room	*Lower Hall	*Garden	**Games Room (Billiards by appt)
Monday am	Quillers 10:30-12:00	Quillers 10:30-12:00 (1 st week) <i>(or Games Room)</i>			Strength & Balance 9:00-10:00	<i>Walkie-Talkies 10-11:30 (walk off-site, but meet in front of House)</i>	
	IPad Club 10:00-11:30 (1 st week)				Strength & Balance 10:30-11:30		
Monday pm			Meditation 2:30-4:00		Tai Chi Noon-1:00		
				Tai Chi 1:15-2:15			
				Qi Gong 2:30-3:30			
Tuesday am							
Tuesday pm					Adv. French Conv. 1:00-3:00		
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					Tai Chi 9:00-10:00		
					Tai Chi 10:15-11:15		
Thursday pm					Strength & Balance 12:00-1:00		
Friday am					<i>(Yoga on hiatus til Sept)</i>		
					Adv. Spanish Conv. 11 – 12:30		
Friday pm						Choir 1:15 – 3:15 (weather dependent)	

(updated July 1/21)

APPENDIX 3: Illness Incident Report Form

ILLNESS INCIDENT REPORT FORM for GOWARD HOUSE SOCIETY

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



1) IF ABLE, PATIENT MUST IMMEDIATELY GO TO ISOLATION ROOM (Sun Room or Deck / Arts & Crafts Room or Patio), AND BE ASSESSED BY STAFF

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

Name (patient): _____

Is patient GH Member, Staff or Volunteer: _____

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

Symptoms exhibited:

- Fever
- Cough
- Fatigue
- Sore throat
- Runny nose
- Difficulty breathing /
Shortness of breath

Other symptoms or relevant information: _____

2) STAFF WILL CONTACT "9-1-1" IF EMERGENCY, or HEALTHLINK "8-1-1" IF NON-EMERGENCY

Instructions Received: _____

(more on reverse)

Reported by:	Volunteer	Staff	Instructor/Facilitator	Other	_____
	_____			_____	
	NAME			SIGNATURE	
Today's Date:	_____				

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: _____

HH updated July 1/21

Appendix 4: Rental Waiver Form

Addendum to Rental Contract: Rentals during COVID-19 Pandemic

Currently, renters are restricted to hosting events with a total of no more than 55 participants (including renters, guests and all contracted persons, etc.), which is 50% capacity of the House.

Although the inside staircase is currently closed to the public, renters who have rented the whole House may prop the stairwell doors open and access the stairwell between floors.

Our kitchen is currently closed, but may be used by renters by prior arrangement. All food service must follow current Provincial safety protocols (regular cleaning of surfaces, hand hygiene practices, masks recommended, hand sanitizer near self-serve stations, and assigned seating for all guests).

All Goward House protocol must be observed during your event:

- No more than 55 persons total in facility
- When inside, ensure that there is assigned seating for all participants, and that participants do not move chair to chair
- Participate in cleaning and disinfecting of used surfaces
- Abide by personal hygiene rules (hand sanitizer, washing hands, door propped open when possible)
- Masks recommended for those not 14 days past their second vaccine, for those in large groups of strangers, and for those serving/preparing food
- Keep contact info for all attendees
- **Do not enter facility if feeling unwell**

As we move to a personal risk assessment model for both spacing and masking, please respect those who need a greater personal space around them, and those who continue to mask.

If a participant should become unwell during your rental, you must notify staff immediately, and isolate the patient.

Renters must appoint a Group Contact, who agrees to both abide by Goward House COVID-19 protocol and ensure all participants abide by the same protocol.

Please note: BC “Step 3” restrictions (July 1/21) require that indoor renters never exceed 50% capacity of the facility.

Waiver:

I confirm that I am the Group Contact for the below described rental at Goward House. I have read, understood and will abide by the protocol outlined, and will ensure that everyone participating in this rental abides by the same protocol. I will keep a record of all participants in my event, and submit those to Goward House administration if requested.

Rental date and times: _____

Primary Renter: _____

Group Contact Signature: _____

Printed Name: _____

Date: _____