

Parkgate Society COVID Safety Plan

Seniors Programs

Winter 2021

In-Person Indoor Programming

- All programs entry is from exterior doors and managed by staff/trained volunteers.
- All participants must check-in upon arrival, wear a mask, have a temperature check, complete the COVID-19 health screening self-test and register.
- All rooms have been assigned maximum occupancy levels to allow for adequate physical distancing and safe people movement
- Indoor seating has been determined using safe distance measures. Tables have been set up and will remain in the same place for all programs.
- Where 2-meter space is not possible barriers or PPE will be used. No more than 4 guests may be seated at one table.
- Plexiglass barriers have been set up on tables to ensure physical distancing between program participants
- Plexiglass barriers will be set up in front of all instructors to ensure their safety
- Plexiglass barriers have been installed in the kitchen to ensure proper distancing and contact between staff, volunteers and participants.
- People movement signage and space markers have been installed throughout the rooms in accordance with BC Health Authority Guidelines
 - Floor directional signage placed on the floors of each room to show people how to move through the room and to enter and exit through different doors.
 - Floor decals showing distance measurements for proper physical distancing.
- Seniors staff and volunteers will assist the seniors by directing the movement of people through the room
- Hand Sanitizer stations will be set up at the entry and exits of the rooms
- All participants must agree to inform us if they test positive to COVID-19
And if symptoms are reported, the participant will not participate in the program and will be referred to call their family doctor or 811 nurses' line, to get advice about their symptoms and whether they need to get a Covid test.

Program Capacity

Room	Dimensions / Sq. Footage	Capacity	Tables
Mary Hunter Hall*	30' x 40' / 1200	20 participants, 1 staff	5 card tables
Seniors Multipurpose Room	22' x 24' / 528	14 participants, 1 staff	3 card tables
Seniors Lounge	22' x 24' / 528	offices and meeting space	Staff only
Community Kitchen		3- staff only	n/a

*Chair Yoga is limited to 7 participants and instructor (update 2021)

Health and Safety Protocols

Kitchen:

- Plexiglass barriers installed on each side of the kitchen service area
- Plexiglass barrier installed between the dish area and cooking area
- Directional arrows on the floor in kitchen to control flow of traffic and reduce interaction between cooking and clearing areas.
- A limit of 3 people allowed in the food prep area
- Hand wash signs developed and posted in a visible location
- 2m distancing signs developed and posted in a visible location
- Cleaning schedule of high touch surfaces developed and posted in a visible location
- The licensed kitchen will be off limits to staff and volunteers except those with kitchen clearance.
- There will be no general public access to the Community Kitchen, as it will be for staff only to prepare the meals and clean-up.

Social Programs

- All participants must wear a mask while in the program room and hallways
- All participants must sanitize or wash their hands frequently and thoroughly
- Program participants will keep jackets and purses with them at their seat
- Only personal use water bottles allowed - no fill stations on site
- Coffee and cookies will be served to the program participants by staff (no self serve)
- No sharing of food or drink
- Staff are directed to not come to work if they are feeling unwell or do not pass the COVID-19 questionnaire

All Program Rooms

- Hand washing facilities or alcohol-based sanitizers will be located within easy reach.
- PPE (masks and shields) will be provided if participant did not bring their own
- Staff and volunteers will receive training on our safety plan

Cleaning Protocols

- Additional handwashing procedures for all kitchen staff. This includes before and after leaving the kitchen and using equipment.
- Staff will not share cooking tools and will avoid sharing of communal equipment and small tools.
- All shared equipment such as small appliances, mixers, etc. will be cleaned between use and workers will wash their hands.
- Ingredients and containers that are often shared will be included in regular cleaning protocol.
- Designated cleaning staff will be trained in all cleaning protocols
- Cleaning schedule has been developed and posted in a visible location, and shall be checked by management daily
- Enhanced cleaning of high-contact areas such as surfaces in public serving zones
- Regular and end-of-shift cleaning and disinfection for all shared spaces; ensuring workers are provided with appropriate supplies, i.e. soap and water, hand sanitizer, and disinfectant wipes.
- Extra cleaning of high touch areas and washrooms in Seniors Wing hall/railings etc.
- Deep Clean of all seniors' rooms and kitchen each evening