

# COVID-19 Safety Plan – Hall Rentals

The following form is for you to provide your plan for how users in your group will be kept safe during the COVID-19 Pandemic. It is the responsibility of the holder of the rental agreement to comply with all rules with respect to the use of a recreation facility set out by the Province of Ontario relating to COVID-19.

I, (USER) \_\_\_\_\_, recognize that the Harry Lumley Bayshore Community Centre has a maximum capacity of 50 individuals in each AREA (A and B) at one time per the Regulation of the Province of Ontario. I agree to and acknowledge the additional COVID-19 Conditions of Use and my responsibility as the rental agreement holder to share and abide by those conditions.

1. Refer to the Government of Ontario [Expansion of Indoor Capacity for Meeting and Event Facilities](#), City of Owen Sound COVID-19 Conditions of Use and Grey Bruce Public Health Medical Officer of Health [Face Coverings in Indoor Public Places in Grey Bruce](#).
2. Discuss and share relevant details of your plan with the City so that our staff are aware of what to expect from your group. You are expected to submit a copy of this plan to City staff at [facilitybooking@owensound.ca](mailto:facilitybooking@owensound.ca) a minimum of 72 hours prior to your rental.
3. The COVID-19 pandemic is ever-evolving. This plan may require review and changes.

The following plan is intended to assist renters to develop a COVID-19 Safety Plan with respect to the use of a City facility for meeting and event purposes. The person responsible for the safety plan may reference any relevant safety or meeting and event space guidelines. Please attach these guidelines when submitting this form.

Disclaimer: This is considered a minimum safety standard and the City of Owen Sound does not guarantee the safety of all participants and will not be held liable if injury or illness occurs.

## User Details

User Name (Group):

Prepared By:

Type of Group:

Position Title:

Address:

Email:

Phone Number:

Date:

## 1. Physical Distancing

What will be done to ensure physical distancing guidelines are maintained?

**Consider:** Communication to group, splitting group into smaller groups, types of activities, etc.

## 2. Hygiene

How will you ensure required hygiene standards are maintained?

**Consider:** Increased hand washing, hygiene protocols and practices, availability of hand sanitizer, etc.

### 3. Training and Education

How will you ensure all of your participants and/or employees know how to keep themselves and others safe from exposure to COVID-19?

**Consider:** Staff training, distribution of material prior to arrival, including the City of Owen Sound COVID-19 Conditions of Use, etc.

### 4. Response Planning

How will you respond to an exposure or suspected exposure to COVID-19 within your group?

**Consider:** Tracking participants, contacting Public Health, pre-screening, etc.

### 5. Compliance

Failure to follow the rules and conditions of use will result in immediate removal of a participant from a rental and will result in the cancellation of the rental agreement between the user and the City. Refunds will not be provided to the agreement holder.