

ST. ELIAS CONVENTION CENTRE / BILL BREWSTER MEZZANINE
ORGANIZED GATHERINGS – COVID-19 PROCEDURES

INTRODUCTION

The following information is excerpted from the Yukon Government COVID-19 webpages. It is provided for general guidance. It is the responsibility of each organizer and attendee of a gathering in the St. Elias Centre to ensure that their practice meets or exceeds the regulations and recommendations of the Yukon Government which are in place at the time of their event.

This document is divided into three (3) parts:

1. Responsibilities of Organizers
2. Responsibilities of Attendees
3. Responsibilities of Village of Haines Junction

REPSONSIBILITIES OF ORGANIZERS

Organized Gatherings Defined

Organized gatherings are defined as seated events in a rented venue, such as:

- cultural centres;
- community centres; and,
- convention centres.

These types of events can include:

- weddings;
- celebrations of life; or
- cultural events.

Restrictions

- Guests must be seated and not mingling.
- Organized gatherings are limited to 50 people indoors.

Attendee Reminder

Remind guests to stay home if they:

- are sick;
- have been in contact with someone diagnosed with COVID-19; or
- travelled to an area which requires self-isolation on return.

Hand Sanitizer

- Make sure hand sanitizer with at least 60% alcohol is available.
- Have it at entrances and exits of the rental venue for guests.

Promote Physical Distancing

You can promote physical distancing by:

- arranging tables and chairs to allow room for physical distancing
- assigning seating to ensure members of the same social bubble sit together;
- limiting movement between tables (guests should not be mixing and mingling);
- placing signs near entrances that inform guests of the physical distancing measures in place;
- maintaining a single point of entry into the rental venue;
- regulating entry, including lines and waiting areas, to prevent congestion;
- considering use of a 1-way traffic flow;
- making sure washrooms are available for use at all times.

Record Keeping

- Keep the names and contact information of event attendees for contact tracing. Keep the records for a minimum of 21 days.

Serving Food and Drink?

- Limit the number of people handling or serving food.
- Serve drinks and food directly to guests.
- Do not provide open self-serve food (including refill stations, condiment stations, salt and pepper shakers, water pitchers, snacks, etc.)

If a bar or food preparation area is open to seating or public areas

- Utensils, garnishes, and glassware must be 2 metres (6 feet) away from members of the public. If these cannot be away from the public, a physical barrier will protect the area from contamination.

RESPONSIBILITIES OF ATTENDEES

When not to Attend

Do not attend an organized or social gathering if you:

- have any symptoms of common cold, influenza, COVID-19 or other infectious respiratory disease;
- are required to self-isolate due to travel within the last 14 days;
- had close contact with someone diagnosed with COVID-19; or
- have been directed to self-isolate by Yukon Communicable Disease Control.

How to interact with others

- Minimize gestures that involve close contact such as hugs and hand-shakes.
- Use verbal greetings and wave to other guests.
- Maintain physical distance and limit contact with people who are not in your social bubble:
 - be particularly mindful in areas where it is harder to keep distance, such as:
 - parking lots; and
 - entry points and exit points.
- Sit with members of your social bubble as much as possible.
- Practise proper hygiene, this includes:
 - hand washing;
 - coughing or sneezing into your elbow; and
 - avoiding touching your face.
- Limit contact with commonly touched surfaces or shared items

Feeling sick before, during or after a gathering?

- Use the [COVID-19 self-assessment tool](#) or contact your health care provider for guidance.
- If you become ill while at an organized or social gathering you should go home immediately. This should be in a private vehicle if possible.

Wash your hands

Wash your hands with soap and water for at least 20 seconds or use hand sanitizer. This is recommended:

- before eating food; or
- after touching surfaces such as:
 - hand railings;
 - door handles; and
 - toilets.

RESPONSIBILITIES OF VILLAGE OF HAINES JUNCTION.

Signage

- Post signs at entrances advising guests who arrive with symptoms to return home.
- Post signs indicating the entrance and exit doorways to the event

Equipment

- Provide chairs and tables adequate for the event
- Arrange tables and chairs to allow room for physical distancing if event set-up requested.

Washrooms

- Make sure washrooms have liquid soap, paper towels and toilet paper.
- Make sure warm running water is available.
- Provide single-use hand towels or paper towels for drying hands so guests do not share a towel.
- Increase the frequency of cleaning and disinfecting washrooms.

Cleaning and disinfecting

- General cleaning and disinfecting should occur after every event.
- Cleaning and disinfecting should follow the Yukon Government workplace cleaning and disinfecting guidelines.
- High traffic areas, surfaces and objects such as door handles, light switches, counters and faucets should be cleaned and disinfected.
- If items such as tablecloths and linen napkins are used, they should be washed, cleaned and sanitized after the event if they are reusable.
- Garbage bins should be emptied frequently. Gloves should be used when removing garbage bags or handling and disposing of trash and hands should be washed after taking off the gloves.