

Branch #176 <b>STATEMENT of POLICY and PROCEDURE</b>			
Chapter	COVID-19	SPEC NO.1	<b>HR #176</b>
Section	Health and Safety	Issued:	May 28th 2020
Subject	COVID-19 –Branch Operating Policy	Effective:	May 28th 2020
Issue to:	All Staff – All Members and Guests	Page:	1 of 3
		Replaces:	May 23 <sup>rd</sup> 2020
Issued by:	Executive	Dated:	May 28th 2020

## 1. INTRODUCTION and POLICY STATEMENTS

Branch #176 RCL endorses and is committed to maintaining a safe workplace for its employees and for its Members Guests, Contractors, Suppliers and others who may visit the Branch. This is now enhanced by all required Health and Safety regulations, procedures, and policies as introduced from time to time from WorkSafe B.C., B.C. Health Officer, B.C. Government ,City of Vancouver, B.C. Liquor Licensing Branch and B.C. Yukon Command.

All information, policies, procedures and rules as in force and as described below, by website, social media and by any other means including on site signage, are applicable to all members, guests, contractors, suppliers or any other visitor to the branch **without exception**. All COVID-19 rules, procedures and policies are in addition to all current “House Rules” currently in force and any contravention of any of these rules, procedures and policies will be subject to all the current enforcement remedies.

## 2. PURPOSE

The purpose of this policy is aimed at eliminating and mitigating the risks associated with COVID-19, focusing on its introduction and spread, to ensure the safety of all employees, members, guests, suppliers, contractors, rental groups and any other visitors to the Branch..

## 3. SCOPE

This Policy, Procedure and Standards apply to all staff, members, guests, suppliers, contractors and visitors. It is effective immediately and in force until conditions dictate that it be rescinded by legitimate legal health and other authorities and then approved by Branch Executive.

## 4. RESPONSIBILITY

### a) The Branch and Branch Representatives

- i. Shall implement and ensure the consistent administration of this policy through on-going leadership and supervision to ensure safe and effective operations.
- ii. Shall ensure that all members, guests, suppliers, customers and other visitors are aware of this policy and its ramifications.
- iii. Shall train and educate staff, volunteers on all aspects of this policy.

### b) The Members

- i. Shall adhere to all aspects of policy rules and procedures.
- ii. Shall assist in ensuring guests are aware of all policy rules and procedures.
- iii. Shall follow and adhere to all directions of all staff and volunteers while they are performing their assigned duties.

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- iv. Shall ensure that their guests are following all directions of staff and volunteers in the performance of their duties.

c) Renters of Lounge or Hall

- i. Principals must ensure all participants and any person related to the group who is on the premises or otherwise involved with the rentals are aware of this policy and associated rules and procedures.
- ii. Groups must provide all of their own equipment and material related to their function. They must set up and take down any items required for the Group function at the end of the rental period. If stored at the Branch it must be sanitized after use. Branch must be left in the same condition after rental as prior to it.
- iii. Person responsible for the Group must retain a log of all attendees to the function, that will be made available to Branch #176 or Health Authorities.

**5. RULES and PROCEDURES**

- a) No member, guest, staff or other person shall enter the *Branch* if they are sick with a fever, a cough, or a cold, flu symptoms, loss of taste or smell, difficulty breathing or loss of breath or have recently travelled within 14 days. This will be confirmed on entry. (Temperature check may be conducted). All persons entering must wait to be seated.
- b) There is only 1 designated entrance and exit. Stairs to patio are two way with alternating traffic. (see plan)
- c) Members and maximum of 3 guests permitted to enter the branch. Membership cards required. Anyone requesting membership as a new member, the dues are half price after July 1<sup>st</sup>. Application forms are available at entry.
- d) Maximum number of people inside lounge and hall by current *Phase 2 Health Directive* – Maximum upstairs lounge and hall area- 50; Maximum patio- 25  
When maximum reached or table occupancy does not allow for full table for *Social distancing*, no one else will be allowed to enter. Example of table maximum occupancy is when a table of 6 (max allowed) has 4 from one distinct group, leaving 2 unoccupied.
- e) Members, guests and others will be required on entering to provide name and phone number. If members and guests arrive together only the member required to provide name and phone number.
- f) Hand sanitizer available at entrance (with required use) and at strategic locations throughout the branch and patio including washrooms.
- g) Social distancing – 2 Meters – between table groups and while moving within and

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between the lounge, hall, bar, washrooms and patio area required at all times.

- h) All tables and chairs are arranged with adequate spacing for social distancing. All tables and chairs, so spaced cannot be moved from their position.
- j) Tables are available and allocated – up to 2; up to 4; and up to 6. (up to maximum allowed)
- k) All signage internal, external, in line of site and on the floor and ground, for social distancing and other directives to be adhered to for all personal safety.
- l) Engineered personal protection in place for staff and volunteers (Bar and otherwise).
- m) Bar service signs are in place to regulate service allowing for social distancing. Only one person allowed at the bar at any time. Debit or Credit Cards preferred. All beverages will be served in plastic cups except for Jug orders. All plastic glasses to be disposed of when finished in receptacles provided.
- n) All Bathrooms have been provided with locks indicating “occupied or otherwise”, where only one person is allowed in at a time.
- o) Disinfectant wipes are available to wipe tables and chairs and bathroom surfaces.
- p) Complete sanitization of lounge and hall will be made prior to opening each day both physically and with UV lamp, with patio disinfected physically. Other sanitation at access points and other areas made on a regular basis during opening times.
- q) All Audio and visual equipment to be controlled by Staff only. E.g.- TV remote.
- r) Downstairs lounge closed and out of bounds (except for Staff).

All Rules and Regulations are in place for the *Safety* of all and any non-adherence may cause the Branch to close either by order of regulatory authorities or by the Branch Executive. These Rules and Procedures subject to change without notice.

President  
Branch #176