

The OCEC Commitment to Clean Plan/Covid 19 Preventative Measures

External document

Employees:

- Daily/per shift monitoring of all staff members
 - Daily Screen Questionnaire
- Provide appropriate signage for all employees on how they can protect themselves and others
 - Hand washing
 - Not touching their faces
 - Wearing masks and face shields while on property
 - Wash uniform after each shift
- Employee training on how to keep their work surfaces, areas, devices, screens and equipment clean
- Provide employees with appropriate PPE and hand sanitization stations
 - Masks will be worn at all times
- Employee training on the use of PPE where applicable; fit, use, care, putting on and taking off, maintenance, disposal, cleaning and limitations.
- Limit the number of staff working in one space
 - Initially we will be limiting staff to only essential staff
 - Staggering shift and break times
 - Practice physical distancing during breaks
- Install barriers and/or physical distancing guidelines between guests and reception
- Provide safe places to dispose of trash, wipes, masks and gloves
- Minimize contact with customers

General:

- Follow the physical distancing guidelines set out by The Office of the Chief Medical Officer of Health
- Capacity limits based on the current protocols will be posted outside of each meeting room
- Mark floors with safe distancing guidelines
- Mark floors with one-way directional signage

- Post signage throughout the building as reminders of proper health and safety measures such as hand-washing, wearing of masks and physical distancing
- Cleaning of touch-points and common areas, i.e., washrooms, door handles, surfaces, stairwells will occur at a higher frequency and with approved cleaners
- Provide hand sanitization stations
- Screen all guests entering the building with the current Covid 19 questionnaire
- Clients and delegates and all visitors to the Centre will be required to wear a face-mask and answer the Covid 19 health check questions
- Assign staff to help maintain protocols
- Increase natural ventilation where applicable by opening doors and windows. Avoid central circulation where possible
- Offer contactless payment process

Set up of Meeting Space:

- Follow currently guidelines from the Office of the Chief Medical Officer of Health with 2-meter distancing between all tables
- Tradeshow and table-top exhibits should have proper distancing between booths and floor diagrams to denote safe spacing
- Sanitize tables and chairs before and after each meeting and set up
- All carts or items will be sanitized prior to and after use
- Replace all linens after each use
- Set up sanitization stations outside each meeting space, entrances and washroom. Smaller pump hand sanitizers will be provided at presenters table/podium
- Floor plans will be provided based on the latest information by the Ministry of Health for the appropriate physical distancing guidelines

Signage:

- Public guideline capacity signs to be posted for each meeting room in use
- Ensure there is enough signage in meeting space and public areas regarding social distancing and guidelines

- Provide clear markings on floors and walls for traffic flow

3rd Party Agreements:

- All third-party companies (Audio Visual, Decorator, etc.) must receive and agree to, written communication detailing Conference Centre access, safety measures, social distancing and PPE requirements. Failure to agreeing to the OCEC protocols will result in not being permitted into the building
- All equipment brought into the building must be sanitized prior to entering
- During tear down all planners and 3rd parties and OCEC staff must wear appropriate PPE

Tear down of meeting and events

- Dispose of anything remaining – for the interim we will not be keeping anything in ‘Lost and Found’
- All shared equipment and meeting amenities to be sanitized before and after each use

Meeting Guidelines

- Registration:
 - Traditional registration is discouraged; Use tech-enabled registration when possible
 - Registration tables should have only one chair AND must be placed INSIDE the room
 - Signage and social distancing markers must be in place
 - Masks are to be provided by individuals or planner, recommend planner to have extras on hand. OCEC will only have some for sale.
 - Masks to be on at all times; only off when actively eating and drinking
 - Sanitizers in the room are provided by OCEC
 - Client can provide extra sanitizers
 - Planners can opt to add extra measures if necessary
 - Additional security to check badges and limit access to attendees only is to be provided by planners or client

What we expect from our clients:

- Remind your attendees to not arrive more than 15 minutes before the start of the event

- Adhere to distancing protocols in public spaces including washrooms
- Planners must supply additional masks for guests or these can be purchased from the OCEC prior to arrival
- Planners must educate attendees on OCEC protocols
- Planners must adhere to new capacities within the current physical distancing guidelines
- Planners must allow time in their agendas for social distanced washroom breaks, coffee breaks and meals, etc.

Food and Beverage Guidelines

- The Executive Chef and the Director of Catering and Events will work on new culinary experiences that align with the new food service guidelines ensuring the highest level of health and safety standards.