

Cowichan Exhibition COVID-19 Safety Guidelines

The health and safety of all patrons at the Cowichan Exhibition Grounds (staff, volunteers, visitors and user groups and their event attendees) is a top concern amid the global COVID-19 pandemic. During this time, all parties must place an increased focus on physical distancing, as well as health, hygiene and safety in order to safely host community events.

HEALTH HYGIENE AND SAFETY MEASURES

We Will:	<ul style="list-style-type: none">• Encourage workers to clean their hands regularly with hand sanitizer or soap and water, including at the start of their shift, before eating or drinking, after touching shared / common items, after using the washroom, after any commercial transactions if contact was made, and at the end of their shifts.• Ensure that key workers (cleaning, staff and volunteers) are provided with and trained on the safe use of personal protective equipment which may include masks, eye protection and gloves. Continuous masking of all workers should be considered where physical distancing cannot be maintained.• Promote contactless payments at food areas, main office, and anywhere else on the exhibition site where commercial transactions might take place. If a cash payment is accepted, worker (cashier) should immediately sanitize their hands after completing the transaction.• Ensure shared equipment, machinery and tools, are regularly cleaned and disinfected.• Use appropriate disinfectant solutions, approved by Health Canada, for all cleaning and disinfecting procedures.• Encourage a no-contact policy (e.g. no shaking hands or exchanging business cards, encourage contactless payment and the advance purchase of tickets by visitors).• Ensure patrons are aware of our safety protocols and physical distancing requirements (2 metres apart) while using Cowichan Exhibition's 65-acre facility.• Ensure hand sanitizing stations are installed at key locations throughout the venue including entrances, restrooms, food and beverage locations, conference rooms, etc. with regular use encouraged for all participants.• Conduct a thorough cleaning of exhibition site, as outlined by public health regulations.• Implement enhanced cleaning and disinfecting protocols with special attention to high-touch surfaces and areas including door handles, restrooms, waste receptacles, counters, seating areas, meeting rooms, food preparation areas, pay stations, bank machines, etc.• Implement appropriate measures for restrooms which may include:<ul style="list-style-type: none">• install hand sanitizing stations at entrance/exit of restrooms• publishing the maximum capacity for each restroom• Open windows and doors whenever possible to make sure the venue is well ventilated.• Manage procedure to address on-site concerns and answer questions from participants.• Post signage outside all entrances to the event stating that individuals with a fever or symptoms of COVID-19, or individuals who have been asked to self-isolate by public health authorities, are restricted from entering the event site.
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We Will:	<ul style="list-style-type: none"> • Post signage around the event reminding participants to clean their hands regularly, avoid touching their face and practice respiratory etiquette. • Implement appropriate measures for restrooms which may include: <ul style="list-style-type: none"> • managing line-ups at the entrance points to each restroom • putting every other urinal “out of service” • maintaining restroom doors in the open position • Increase the collection and removal of waste receptacles. • Clean and disinfect any and all audio-visual equipment after each use, according to the manufacturer’s instructions on products and process to avoid damage. • Manage procedure to address concerns and answer questions from participants.
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PHYSICAL DISTANCING MEASURES

We Will:	<ul style="list-style-type: none"> • Communicate that all venue workers practice appropriate physical distancing measures, in accordance with public health regulations. If a situation occurs where it is impossible to maintain physical distancing, a mask must be worn by workers. • Communicate that all participants practice appropriate physical distancing measures, in accordance with public health regulations. If a situation occurs where it is impossible to maintain physical distancing, a mask must be worn by participants. Introduce barriers, demarcate floors and plan for additional attendants to administer physical distancing guidelines in areas under the organizer’s management where line-ups might occur. • Manage seating in conference spaces (where applicable) to allow participants to practice appropriate physical distancing, in accordance with public health regulations.
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CROWD CONTROL MEASURES

We Will:	<ul style="list-style-type: none"> • Manage entry and exit points to and from the exterior of the building, in case of an emergency, participants must have access to all emergency exits in the building. • Remove or restrict seating in waiting areas and create a process to ensure attendees stay separate while waiting to enter the exhibition site (e.g. floor markings, outdoor distancing, etc.). • Consider how emergency preparedness plans are impacted by COVID-19 public health measures (e.g. building evacuation plans). • Manage number of participants and their workers on site during set up and dismantling. • Enable online registration and online ticketing, wherever possible, to reduce contact onsite. • Limit the number of participants on the Exhibition Grounds in accordance with the public health regulations. Strategies include: <ul style="list-style-type: none"> • managing the number of people in each zone (Maximum 50 people). • restricting the capacity in the venue to a pre-determined percentage of maximum capacity • implementing designated time slots for participants
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We Will:	<ul style="list-style-type: none"> • implementing advance registration and advance ticketing • using, where appropriate, directional arrows on the floor, to create a logical flow of traffic throughout the exhibition site, to reduce crossover between attendees • where it is not possible to maintain a physical distance of 2 metres, volunteers/staff must wear a mask. • inform attendees they are to arrive no earlier than 15 minutes prior to their designated event time slot, and they are to leave the premises immediately after their time slot has expired.
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COMMUNICATION MEASURES

We Will:	<ul style="list-style-type: none"> • Communicate in advance to all participants and attendees, all health, hygiene and safety measures; physical distancing measures; and crowd control measures that they are expected to follow and implement during the event. • Display signage throughout the event site to communicate the most important health, hygiene and safety guidelines, as well as physical distancing guidelines of 2 metres apart. • Consider making announcements about the importance of maintaining physical distance and the importance of washing and sanitizing hands • Communicate with attendees in advance - through email, social media channels, ticket purchasing sites - key pieces of information, including updates from health organizations about admission policies; health, hygiene and safety guidelines; physical distancing guidelines; and crowd control guidelines. • Inform participants that they must comply with all regulations of both the vendor and the organizer they may be asked to leave the premises. • Require anyone who has symptoms, traveled out of the country or may otherwise be at risk, to stay home. • Should there be a potential case or suspected exposure to COVID-19 at Exhibition Park, the local Public Health Unit will be contacted immediately to ensure appropriate measures are taken.
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We have assessed the main risks and high-touch points at the Cowichan Exhibition Grounds and have implemented protocols to reduce the potential transmission of COVID-19 at our facility. We are committed to maintaining open communication with our staff, volunteers and rental groups about these protocols via email, our website and social media. Our goal in these unprecedented times is to provide a safe place where we can bring our community together, while safely staying apart.