

Phase 2 Reopening
COVID-19 ACL/EJCA Centre – Rental Conditions
September 1, 2020 – December 31, 2020

The ACL/EJCA will limit Centre Facility Rentals as follows:

- Only ACL/EJCA Members, User Groups & Affiliated Groups will be permitted to submit Centre Use Requests.
- All rental start & end times will be staggered to reduce mingling of groups entering & leaving the facility (i.e. two rentals of separate areas of the Centre will NOT be allowed to start OR finish at the same time).
- All rentals of a specific room in the facility that do not include use of shared equipment or fixtures (i.e. when groups supply their own exclusive-use equipment) will be separated by **30 minutes** to reduce mingling of groups entering & leaving the facility. This will be primarily Main Hall rentals.
- All rentals of a specific room in the facility that does include use of shared equipment or fixtures (i.e. Centre-provided tables, chairs, AV equipment, etc.) will be separated by a minimum of **1 hour** in order to allow more leeway for the more extensive cleaning & disinfection required by the use of shared equipment & fixtures.
- Time to clean & disinfect the areas & shared equipment or fixtures used is included within any Centre Use Request booking time period.
- All Centre Use Requests must include 1st & 2nd-choice day &/or time slot requests for each day booked.

As I receive and process Centre Use Requests for the next 3 months, I may be asking User Groups to be flexible with their requests in order to accommodate the increased demand for Main Hall bookings due to the reduced capacity limits on the smaller rooms. This may include;

- First, asking those groups with weekday evening 2hr bookings to move their time-slot either earlier or later to allow for two 2hr bookings on weekday evenings. (This could also include reducing your booking request to 90 or 105mins from 2hrs) OR
- If this is not possible, asking any group with more than one booking per week to consider moving one of their time slots to the weekend, OR
- To consider using L1 & L2 for part of your program if possible.

Please have a discussion amongst your members in advance about the feasibility of these options for your group.

I understand that many of our User Groups have become used to historical schedules for their programs but I would request understanding that some flexibility may be required in the current circumstances.

Priority for Main Hall requests will be given to User Groups for whom only the Main Hall is suitable for their activities (i.e. capacity limits, floor surface requirements, ceiling height restrictions or group-related Main Hall accessed storage facilities).

Phase 2 Reopening
COVID-19 ACL/EJCA Centre – Rental Conditions
September 1, 2020 – December 31, 2020

All User Groups and members;

- Must familiarise themselves with and follow all AHS Covid-19 Guidelines including, but not limited to, Preventing the Spread (not entering the facility if ill, personal hygiene, social distancing, etc.), Guidance for Cohorts and Environmental Cleaning of Public Facilities (copies of these will be available in the Entrance Foyer, relevant sections highlighted).
- Must familiarise themselves with and abide by conditions of the City of Edmonton Public Place Mask Bylaw (#19408).
- Must complete the ACL or EJCA Covid-19 Daily Checklist, including contact information for ALL attendees. This form will be shredded and disposed of 3 weeks after any Centre use.
- Must, and are responsible for, cleaning and disinfecting any high-contact surfaces (door handles, light switches, faucets, ventilation controls, etc.) and any shared-use equipment or fixtures (i.e. Centre-provided tables, chairs, AV equipment, etc.) before and after their use of the Centre.
 - All ACL/EJCA Members individual, but collective actions on this issue are critical to the Centre remaining open.
 - The ACL/EJCA Centre will provide Health Canada approved hard surface disinfectant (currently, Buckeye Eco Neutral Disinfectant E/S23, DIN 02392097) for User Groups to use on high-contact surfaces and any shared equipment or fixtures used.
- Are expected to leave the Centre and any facilities, shared equipment or fixtures they used in a clean and tidy condition.
 - Cleaning equipment & products are available throughout the Centre for this use.
 - The ACL/EJCA provides general cleaning and maintenance of the facility but any specific cleaning services provided after use will incur a cleaning fee.
- Are, unless otherwise arranged in advance, required to return any shared equipment to their correct storage location after use & cleaning/ disinfection.
- Any User Group or member who fails to abide by the conditions of their Centre Use Request will risk losing their rental privileges.

All rules and conditions are subject to change as situation evolves.