

Information about the Reopening of the ACL/EJCA Centre

June 30, 2020 (revised)

The EJCA, as a managing organization of the ACL/EJCA Centre has prepared the Centre for a gradual opening according to Alberta's guidelines. The Argyll Community League (ACL) as the owner of the building agreed with the process. Any change required by Alberta Health Services and the Edmonton Federation of Community Leagues will be accommodated.

1. Effective period of the plan: July 1, 2020 – August 31, 2020.
2. Users of the Centre will include:
 1. ACL and EJCA business – Board/committee meetings
 2. ACL and EJCA Clubs/Groups
 3. ACL and EJCA members
 No outside renter will use the centre.
3. Key points of compliance: Users need to:
 1. Stay home if you are not feeling 100% well;
 2. Do proper handwashing upon entering the building;
 3. Maintain 2 metre personal distance;
 4. Cover coughs and sneezes following sanitary guidelines;
 5. Minimize touching of common use items, e.g., doorknobs and light switches.
4. Rules/procedures/responsibility:

Tasks	Center Manager (CM) action	User leader action or designee	Individual user member action	Comment
Centre Use Request form: attached	Approve	Request to use the centre by sending a form to the Centre Manager		One form covers July – August for onetime or for recurring meeting/use
Daily Check List form: attached	Keep all forms	Record and leave in a mailbox after each use		
Schedule	Maintain schedule on Website			Maximum of one booking per room per day
Posters and signs	Prepare posters and signs			
Physical Distance measure	Control overall number of people in the centre at one time.	Keep the number of attendees so that distance measure is kept.	Maintain physical distance measure	
Cleaning - Building	Clean building as required	Confirm the room used is left clean	Take away own "garbage"	
Screening for Symptoms		Confirm attendees' health condition in Daily Check List form	Report health condition to a leader	Members with any doubtful health conditions should not join

Tasks	Center Manager (CM) action	User leader action or designee	Individual user member action	Comment
PPE: Masks if physical distance < 2 m		Record in a Daily Check List form	Provide own masks	No mask for physical exercise
Wash hands when entering and when leaving	Provide soap and paper towels	Record in a Daily Check List form	Wash hands	
Do not change clothing at the centre			Come in proper outfit for activity	
No water or food available from EJCA			Bring own drinks	Take away own garbage
Minimum use of furniture			Do not move pre-set chairs and tables	
Wipe all areas touched by members	Provide wipes	Confirm the action and report in Daily Check List form . Final wipe of exit door's doorknobs at the end.	Wipe all areas touched:	Doorknobs, desks, chairs, faucet handles, push panels, switches, and flush levers.
If anyone attended an event at the Centre tested positive	Inform other user leaders who may be impacted, take required actions	Inform the Centre Manager	Inform the leader	

COVID-19 ACL/EJCA Centre Use Request Form
July 1, 2020 – August 31, 2020

Please e-mail the form to office@ejca.org in advance to your activity date. The Centre Manager will review/approve and inform you the result.

Date of request		
Name of Club/Meeting	ACL or EJCA:	
Name of Leader		
E-mail and emergency telephone of Leader	E-mail:	Telephone:
Duration	From: July 2,2020	To: August 31, 2020
Activity days	e.g.: Monday and Tuesday, the first and second Sunday	
Activity time	7:00 pm – 9:00 pm	
Room required	Lounge 2	
Expected number of attendees		
Agree that ACL/EJCA has no responsibility for any COVID-19 issues caused by this activity	Signature:	
Signature of leader for understanding the processes	Signature:	

COVID-19 ACL/EJCA Centre - Daily Check List
July 1, 2020 – August 31, 2020

At each rental, a leader or designee of a club/committee will fill in all blanks and leave this form with the Centre Manager when leaving the centre. If the Manager is not there, leave this form in the outside mailbox. This form is important for follow up activities if anything occurred.

Date and time	Date: _____ Time: _____ from _____ to _____				
Name of Club/Meeting					
Name of Leader or designee					
Were all areas used cleaned after the use? Please check.	Doorknobs	Desks/Tables	Chairs	Washrooms: faucet handles, flush levers	Push panels and switches
	Yes No	Yes No N/A	Yes No N/A	Yes No N/A	Yes No
Did all members follow the rules? Please check.	Health issue	Mask used	Hand washed	Personal distance	Comment
	Yes No	Yes No	Yes No	Yes No	
Leader's or designee's signature	Signature: _____				

	Member full name	Emergency contact phone
1	Leader/designee:	
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		