



Scandinavian Cultural Centre

Covid-19 Temporary Process

2020

Manitoba's Pandemic and Economic Roadmap for Recovery

Restoring Safe Services

Scandinavian Cultural Centre falls under the category's of **COMMUNITY/SERVICE CENTRES** and **RESTAURANTS**.

Scandinavian Cultural Centre has developed this policy in response to the ongoing COVID-19 outbreak.

This policy has been developed for the primary purpose of keeping all members, guest, workers as safe as possible during this outbreak. There are precautions which can be taken to help ensure that the effects of COVID-19 are minimized and that our members, guests, workers remain as safe and healthy as possible, so that our centre continues to operate as normally as possible during this time.

It has also been developed for the purpose of providing members, guests, workers with important information on the obligations expected of both the Scandinavian Cultural Centre and members, guests, workers to ensure the objectives of this policy are met.

Scandinavian Cultural Centre Responsibilities:

The Scandinavian Cultural Centre has an obligation to maintain a safe and healthy place for all its members and others who interact with it. We take this obligation very seriously, and this includes the unique safety challenges brought by the COVID-19. To address these risks, we have taken the following measures, in addition to our regular health and safe plan.

- ◆ Developing a Pandemic Response Committee;
- ◆ Developing this policy;
- ◆ Imposing handwashing requirement in the centre;
- ◆ Imposing hand sanitizer upon entry to the centre and available throughout the centre;
- ◆ Introduced measures to allow for the practise of social distancing in the centre;
- ◆ Provide posters which promote COVID-19 practices;

Members Responsibilities:

The Scandinavian Cultural Centre know the obligations to provide a safe and healthy centre, the above measures will only be successful if **all** members do diligence during this time.

Members are expected to follow this policy and take the precautions to help ensure the safety of themselves and others as outlined below.

- ◆ Review this Policy;
- ◆ Wash hands frequently with soap and warm water at least 20 seconds;
- ◆ Practice social distancing measures at the centre, attempting to stay at least 6 feet apart from others;
- ◆ Sneeze or cough into your arm or sleeve;
- ◆ Avoid physical contact, hugs, handshakes etc;
- ◆ If you are sick **stay home** until you no longer have symptoms; if **ill** contact a health care professional and/or health links and advise them on your symptoms.



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General Guidelines

- Mainhall capacity is **147**, 30% of max capacity - **44 persons only allowed (Covid-19)**
- 2nd floor capacity is **50**, 30% of max capacity - **15 persons only allowed (Covid-19)**
- Volunteers, members, guest and catering personnel are to **be included in the 30% of capacity, must maintain 2 metres social distancing.**
- If both areas (main hall & 2nd floor) of the facility are being used simultaneously, stagger members/guest arrivals and departure times to prevent coming into close proximity with one another in other areas. except for brief exchange.

Building components prior to event *common area, Mainhall*

Disinfectant bottles/clothes/paper towels kept in Cleaning supply room next to women's washroom main hall, 2nd floor disinfectant supplies kept in Furnace room.

- Unlock building entrance door
- Unlock, as required, cloakroom, men's main floor washroom and/or access door to 2nd floor
- Wipe with disinfectant or bleach solution all door surfaces, handles and lights switches within the foyer including the access door to 2nd floor, and hard surfaces presents with in the foyer.
- Display COVID-19 signage at front entrance
- Hand sanitizer available(60%+ alcohol-based) at front entrance

Payment Equipment

- Position members/guest payment equipment(ie. square, interact, iPad, cash register)
- Wipe with disinfectant or bleach solution the equipment
- Hand Sanitizer (60%+ alcohol-based) is available
- After each member/guest contact with the payment equipment, wipe with disinfectant or bleach solution
 - the equipment surface that was touched
 - any area of the table that was touched by member/guest or there personal items

Room set-up prior to members/guest arrivals and departures

- Table seating, maximum 10 people at one table
- Position tables a minimum of two metres apart-measuring between chair backs (**not from edge of centre of table**)
- Wipe with disinfectant or bleach solution each table top and edges
- Wipe with disinfectant or bleach solution hard surfaces of chair seats and backs
- Apply fresh tablecloths to tables(if desired). A new tablecloth must be used prior to

next person sitting at the table.



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Food/beverage prior/during meetings, classes, event

- Table or individual counter service only
- NO** buffet or standing service allowed
- Volunteer, members to limit trip to each table:
 - provide carafe of coffee, sugar packets container and bowl of creamer for self pour on each table/club room
 - provide iced water pitcher for self pour on each table
 - provide single tea pot, glassware, cups on each table
 - NO** refills, must replace with new
 - iced water pitcher
 - bowl of creamers
 - sugar packets container
 - individual teapot /milk container
 - Carafe coffee

Food/beverage after meetings, classes, event

- Remove remaining items from tables
 - Prior to storing, wipe sugar packet containers with disinfectant or bleach solution then restock.
- Carafes, water pitchers, bowls for cream need to be run through the dishwasher.

Miscellaneous

- Wrap cutlery in single-use napkin(ensuring utensils are completely covered)
- Wipe with disinfectant or bleach solution salt and pepper shakers
- Wipe with disinfectant or bleach solution sugar packet containers
- Prepare bowls of creamer cups with bowls from kitchen area
- Prepare iced water pitchers with pitchers from kitchen area
- Gather coffee carafe and run through dishwasher
- Wipe with disinfectant or bleach solution bar counter exterior and all general light fixture switches(light panel, kitchen, back room, and emergency/garbage exit)
- Prepare any presentation equipment (tv, microphone, presentation stand) and wipe with disinfectant or bleach solution

Cloakroom

- Open wide cloakroom(if being used in main hall),and wipe with disinfectant or bleach solution door surfaces and handles
- Take plastic coat hangers wipe with disinfectant or bleach solution



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Building Elevator(if members/guest will be accessing the 2nd floor)

- Wipe with disinfectant or bleach solution access buttons and door surface
- Open elevator and wipe with disinfectant or bleach solution the button display emergency telephone, and all safety rails
- Run elevator to the 2nd floor, open the door, walk out
- Open wide the access door to the 2nd floor hall(Viking room) and wipe with disinfectant or bleach solution the elevator
- Wipe with disinfectant or bleach solution the access door surface and handle along with elevator access buttons and elevator door surface.

Washrooms (main hall and 2nd floor of used)

- Men's washrooms, wipe with disinfectant or bleach solution
 - Light switches, door handles, stall doors and handles
 - Toilet/urinal handles, toilet paper dispenser
 - Vanity counter surface and edge, sinks, soap dispensers and faucets
 - Paper towel dispenser and garbage cover
- Hand sanitizer (60%+ alcohol-based) available at door

- Women's washroom, wipe with disinfectant or bleach solution
 - Light switch,door handles,stall doors and handles
 - toilet bowl handles,toilet paper dispensers
 - Vanity counter surface and edge,sinks,soap dispensers and faucets
 - Paper towel dispenser and garbage cover
- Hand sanitizer (60%+ alcohol-based) available at door

Viking and/or club rooms

- Viking room (2nd Floor) capacity is **50**, 30% of max capacity-**15 persons allowed(Covid-19)**
Club/Board rooms:(A) Norway capacity is **29** 30% of max capacity -**9 persons allowed(Covid-19)**
(B) Iceland capacity is**13**, 30% of max capacity-**4 persons allowed (Covid-19)**
(C) Sweden capacity is **10**, 30% of max capacity - **3 persons allowed(Covid19)**
(D) Finland capacity is **19**, 30% of max capacity - **6persons allowed(Covid-19)**
(E) Denmark capacity is**11**, 30% of max capacity -**3 persons allowed(Covid-19)**

- If multiple rooms are being used simultaneously, stagger members/guest arrivals and departures times to prevent coming into close proximity with one another in the other areas, except for a brief exchange.



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Non Bonne Cuisine Food Service

- 1 person at entrance to greet members, guest, volunteers
 - Monitor that all signage is respected, anyone showing signs of illness(covid-19) will be sent home, number of persons in washrooms, cloakroom, social distancing line ups to hall, use of hand sanitizer
 - Mask will be available upon request for members, guests

- 1 person to take payment, (strongly urge cashless)
 - After each member, guest, contact with payment equipment, wipe with disinfectant or bleach solution, and any area of table that was touched.

- 1 person to take paper menu orders from tables and take to kitchen
- Place Coffee carafe, water jug, sugar packets/containers, bowl of creamers on table
 - 1 person to clear table, wipe with disinfectant or bleach solution, table/chairs.
 - 1 person(may require more depending on food prep.) cooking/preparing food.
 - 1 person(may require more depending on food prep.) plating food/desserts.
 - 1 person(or more depending on clean up) doing dishes, and putting away.

Mask will be worn when providing food services, if you do not have your own then these will be provided by the centre. Face shields are optional, would be provided by the centre.

Restaurants

- ◆ Members, must stay home when ill, members, guest, are not allowed entry if they are ill with COVID-19 symptoms;
- ◆ Members are given information about physical distancing, signage at entry, on washroom doors;
- ◆ Centre will have external signs upon entry indicating COVID-19 physical distancing protocols, along with floor markings where service is provided or lines forms;
- ◆ Entry into the centre, including lines, are regulated to prevent congestion;
- ◆ No more the 10 people may gather in common areas or at one table;
- ◆ Tables and seating are arranged so that there is at least a two-metre separation between persons sitting at different tables.
- ◆ Hand sanitizer is available at entrance and exits for members and guests use;
- ◆ Washrooms have frequent sanitization and a regime for the centre sensitization is in place;
- ◆ Standing or sitting at bar/counters is not allowed unless a two metre separation between groups can be maintained.
- ◆ No buffet service will be allowed. Food and drinks are delivered to directly to members, guests.
- ◆ Surfaces such as tables, chairs are cleaned between members, guests;
- ◆ Table items, such as condiments, menus, napkins and décor, should be removed unless they can be cleaned between members, guests;
- ◆ Beverage refills are not allowed. Cups, glasses, straws, are handed to members, guests. Self-service is not permitted. Refillable or reusable containers are not allowed.
- ◆ Cashless or no-contact payment should be used to the greatest extent possible.
- ◆ Dance floor to remain closed.

Community/Service Centres

- ◆ **Main hall capacity is 147, 30% of max. capacity-44 persons allowed**
Viking room(2nd floor)capacity is 50, 30% of max. capacity-15 persons allowed
Volunteers, members, guest and catering personnel are to **be included the in 30% of capacity.**
Must maintain 2 metres social distancing.
- ◆ Designated person must be present at the entry to the centre, as well as within the, centre, to monitor use and capacity. Use one entrance only.
- ◆ All members, volunteers and service users should be screened for symptoms of COVID-19 or exposure prior to allowing entry into the centre or before being allowed to participate in the activities. Signage at the entrance and throughout the centre to remind members, volunteers, and service users of physical distancing measures, hand hygiene, and cough etiquette.
- ◆ Use of hand hygiene stations are available at the entry and throughout the centre.
- ◆ General guidance on physical distancing and disinfection/cleaning measures after each group must be followed. When washrooms are being used increased frequency of cleaning should occur.
- ◆ Where possible, classes and activities should be moved outdoors to reduce the risk of transmission of COVID-19.Drop-in use is discouraged due to difficulty monitoring numbers of people and ensuring physical distancing.
- ◆ Individuals at higher risk of serious illness may consider waiting to return to the centre. Consider the benefits versus risks of group activities for higher risk groups.
- ◆ Dance floor to remain closed