



SPECTRA

.....encana
events centre



MEETING
REOPENING PLAN

WELCOME BACK GUESTS

As we begin reopening the Encana Events Centre (EEC), Spectra Venue Management staff are working diligently to create a plan with guidance from Northern Health and the Province of BC which includes several new safety measures for staff and guests. Since many of these measures will be new and will evolve, we want to be sure our guests are aware of these changes.

All staff and management will be provided reopen guidelines. It is the responsibility of the venue to ensure that rules and guidelines are in place and made available to staff and guests prior to entering the venue. Changes to the plan will be dictated by orders of the Public Health Officer.

KEY CONTACTS

GENERAL MANAGER

Dustin Bodnaryk
250 795 3304

DIRECTOR OF EVENTS

Stefanie Chymko
250 795 3334

DIRECTOR OF MARKETING & SPECIAL EVENTS

Judy Kucharuk
250 795 3314

SPECTRA STAFF

- All Spectra staff perform a self-assessment for COVID-19 symptoms and temperature check upon entering the venue.
- Spectra staff will not enter the venue if experiencing any COVID-19 related symptoms, or if they have been in contact with anyone who may have been exposed to the virus.
- Spectra staff are required to wear face coverings while working within the venue
- In the event of a Spectra staff case of COVID -19, it will be reported to Spectra Management and Northern Health protocols will be followed

CAPACITY

- The capacities dictated by Spectra Management and WorkSafe BC must be up to date, posted and enforced in different locations and spaces throughout the venue.
- Gathering size per banquet/meeting spaces must comply with the restrictions as per the current Public Health Order on events. Current maximum event occupancy is 50 persons.

GUIDELINES

The person organizing the gathering (facilitator), and the Spectra Event Manager are responsible for ensuring these guidelines are followed. It is mandatory that attendees, staff, and volunteers be familiar with the guidelines.

- Stay home if you are unwell. Entering the venue is a declaration of your health.
- Maintain physical distancing of 2 metres (6 feet). If you are unable to maintain 2 metres of distancing a face covering should be worn.
- Limit the duration of the event. Encourage guests to arrive as close to the scheduled event time and, where possible, proceed directly to their seats. Attendees should leave immediately following the event/gathering to discourage gathering in common areas.
- Maintain physical distancing when returning to your vehicle.
- Restrictions on live entertainment and music are dictated by the most current Public Health Order. No karaoke, singing, dancing, jam sessions, open mic sessions are currently permitted. Background music must be no louder than the volume of normal conversation.

COVID SAFETY CHECK

By entering the building, guests are confirming the following:

- I do not have any unexplained, new, or worsening symptoms (of any severity) that may include one or more of the following: cough, runny nose, sore throat, flu like symptoms, shortness of breath, muscle aches or joint pains, fatigue, or fever (38 C or 100.4 F).
- I have not travelled outside of Canada within the last 14 days.
- I do not have a positive test for COVID-19.
- I have not been exposed to someone who is under testing for COVID-19 or has been confirmed to have COVID-19 in the last 14 days.
- I will maintain 2 metre physical distancing.

SAFETY

- COVID-19 signage from the BC Centre for Disease Control will be posted at all entrance doors.
- If an attendee is observed to have COVID-19 symptoms Spectra staff will refuse to allow the person further access to the building and ask them to leave the building immediately by the appropriate exit.
- If a guest develops COVID-19 symptoms during their rental, they must inform their facilitator and leave the venue immediately. The facilitator must inform the Spectra Event Manager so areas this guest may have been in contact with can be disinfected.
- Alcohol hand sanitizer is available to guests at the Encana Events Centre and Co-op Mercer Hall.
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- Greetings that require close physical contact such as handshakes, high fives, fist bumps and hugs, are discouraged

PHYSICAL DISTANCING

- Guests must stay within their designated rental space and not mingle if there are guests in other areas of the building.
- Physical distancing is required between guests and Spectra staff.
- All setup configurations (classroom, theatre, etc.) will allow for physical distancing and must have prior approval from the Spectra Event Manager. Tables and chairs must not be moved without approval.
- Banquet seating will have a maximum of 6 guests per table and will be set to allow for 2 metres between the backs of chairs at different tables.
- Spectra Management have developed area plans that include visual markers and physical barriers such as cordons, floors markers, etc. to encourage and support proper physical distancing. Spectra Management will communicate these plans to the facilitator.
- If physical distancing at an event is not possible or is unpredictable, attendees should wear a face covering.

EVENT FACILITATOR RESPONSIBILITIES

- Develop and submit an Event Safety Plan to the Spectra Event Manager two (2) days prior to the event taking place
- Consider having attendees wear face coverings.
- Record the names of all guests and keep the record for thirty (30) days. This record will be provided to a Health Officer if contact tracing is required.
- The facilitator is responsible for monitoring the capacity and ensuring that their group is abiding by the rules.

CLEANING AND SANITIZING

- A thorough clean and sanitization of the rented space will take place before guests arrive and after the rental has concluded. This will include tables, chairs, floors, washrooms, and all high touch areas.
- If a rental extends over several days, attendees will be asked to remove all belongings at the end of each day so a thorough clean can be conducted.
- Touch point cleaning that does not interfere with the event will be conducted by Spectra staff for the duration of the event

FOOD & BEVERAGE

- Any food and beverage requests must be made to the Spectra Event Manager at least one (1) week before the event. Any food and beverage service will follow the most current Public Health Orders protocols.
- Water fountains will be closed
- No outside food or beverage is permitted.

VENUE ENTRANCES & EXITS

- Designated entrances and exits will be provided to the facilitator by the Spectra Event Manager at the time the event is confirmed. Entrance and exit points will be kept separate to allow for a one-way flow of traffic.
- All other entrances not in use for the day will be locked to the public.

CONFIRMED CASE OF COVID-19

- If a case of COVID-19 has been confirmed at the EEC, Spectra staff will work in cooperation with the Northern Health Authority and assist with contact tracing as requested.
- A deep clean and disinfectant will take of place of a potentially contaminated space.
- A venue closure or event cancellations may apply to ensure the safety of our guests and staff.