



COVID-19 Safety Plan for Guest Groups

Dear guest group participant(s),

We're so glad that you're planning to use our facility here on Pender Island, and want to provide the best experience possible for you while ensuring everyone's safety. Due to the current pandemic and protocols surrounding the safe operation of facilities and services, we've put together a few specifics about your upcoming time here. Please familiarize yourself with these details prior to your arrival. If you have any questions, feel free to contact us.

Guest Group Responsibilities:

- Guest groups will be responsible for their own behaviour and maintaining COVID-19 safety protocols.
- Current regulations may include:
 - Collecting contact information of every person in attendance
 - Gatherings of no more than fifty
 - Maintaining 2m of physical distance between persons
- Please see the BC government website for the most up-to-date orders and guidelines on safe behaviour and expectations of the public.
- Such rules may be enforced by bylaw officers

HBBC Responsibilities:

- To prepare the desired guest **spaces for safe use**.
 - Eg. cleaned and sanitized surfaces, proper ventilation, etc.
- To ensure **spaces allow for groups to maintain proper safety protocols** as outlined in provincial orders and guidelines.
 - Eg. Occupancy limits to allow for five square metres between individuals.
- To ensure the safety of its own personnel as they interact with a guest group.
- To ensure the safe behaviour of its own personnel in accordance to protocols.
- To ensure that every group is within the limit of mass gatherings
 - Current limit is **fifty persons** for one-time or episodic events

- A recent order indicates that both the event organiser and the property owner may be held responsible for breaches.

Large Group Spaces

- Eg. Dining Room, Basement, Kitchen, Washhouse, etc.
 - Equipment & Stationary Furniture (appliances, pews, sofas, etc.)
 - Will be cleaned and sanitized prior to guest use
 - Groups will use what they need during their time, and may clean and sanitize between uses with provided chemicals
 - After a group's departure, all items will be re-cleaned & sanitized by HBBC personnel
 - Portable Furniture (tables, chairs, etc.)
 - Will be cleaned, sanitized, and away prior to guest use
 - Groups will use what they need during their time, and may choose to clean and sanitize between uses.
 - Group will leave all items out after their stay to be re-cleaned & sanitized by HBBC personnel

Accommodations

- Eg. Cabins, Quads, Yurt, etc.
 - Stationary Furniture (beds, dressers, etc.)
 - Will be cleaned and sanitized prior to guest use
 - Groups will use what they need during their time, and may clean and sanitize between uses with provided chemicals
 - After a group's departure, all items will be re-cleaned & sanitized by HBBC personnel
 - Ventilation

Occupancy Limits

- According to WorkSafe BC standards, each of our buildings has a maximum occupancy limit during this time. We have determined these based loosely on 5m² of floor space.
- These limits apply to **occupants of different households**. Those of the same household may increase limits, while still keeping within general occupancy limits (eg. fire code), and keeping under the mass gathering limit (fifty).
 - Large Group Spaces:
 - Dining Room - 40
 - Kitchen - 10
 - Basement (Games Room) - 18
 - Washhouse Men's Side - 6
 - Washhouse Women's side - 6
 - Chapel - 15
 - Accommodations (although not recommended for occupants of different households)

- Green Cabins (#1-4) - 5
- Upper Yurt - 3
- Quads - 1ea
- Blue Cabins (#5-7) - 4

Arrival Instructions

- Upon arrival guests will receive special instructions regarding their particular scenario
 - Eg. access to the kitchen, cleaning instructions, etc.
 - Instructions may be verbal or written (signs, etc.)
- Guests must heed and abide by all guidelines and instructions given
 - Please ask for any clarifications, as we want to communicate well
 - Further reminders will be given as needed

We're excited to share this lovely place with you, and we want you to feel welcome and cared for while you're here. It's important that we all do our part to keep everyone safe and feeling safe during this time. If you are a guest to Pender Island, please limit your contact with local residents during your stay. Consider bringing your own groceries and choosing outings appropriately. Let's all be kind and respectful to one another. Thank you for your understanding and cooperation.



Derek Broughton
Interim Ministry Director