Potential Place Clubhouse Reopening Protocols – Effective June 1, 2020

I Guidelines Applicable to Potential Place Clubhouse

To enable effective contact tracing in case of infection, Potential Place will record the names and roles of employees and members working at the Clubhouse each day. Clubhouse colleagues will remain at least two meters apart from each other. A list of Members by time and date will also be maintained. To maintain workplace hygiene, Potential Place shall:

• Promote and facilitate frequent and proper handwashing by providing sanitizer or handwashing stations at points of entry and at locations where goods are handled.
• Encourage coughing or sneezing into the elbow and prompt disposal of used tissues.
• Place posters in prominent locations to remind staff and patrons to practice hand and respiratory hygiene.

Cleaning and hazard assessments

As noted above, Potential Place has an obligation to conduct a hazard assessment in the clubhouse. In addition, Potential Place will develop enhanced cleaning and disinfecting protocols for the Clubhouse, particularly for high-contact and shared locations such as doors, light switches, faucets, and elevator buttons. Potential Place will also make disposable wipes or spray cleaners available to facilitate frequent cleaning. All communal items that cannot be easily cleaned, such as shared magazines and newspapers, shall be removed.

Potential Place will perform assessments to identify COVID-19 related hazards. Where elimination of the hazards is not possible, Potential Place will implement the following measures:

• Engineering controls such as placing physical barriers between staff and restricting general access to the Clubhouse. Administrative controls such as strict implementation policies for physical distancing, limiting hours of operations (i.e. excluding social recreation activities until a later stage), and providing adequate supplies for hygiene.
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• Personal protective equipment such as gloves, gowns, face protections, and masks as appropriate. A combination of the above controls may be necessary to protect colleagues depending on the specific work environment and on the specific tasks being performed by the colleagues. Physical distancing means that colleagues must ensure that they are supporting physical distancing between staff and between staff, members and visitors (i.e. new touring members) to reduce transmission. This will include the introduction of the following measures:

• Restricting the number of people in the Clubhouse at one time. We will limit the number of members attending in the month of June to 5 in morning and 5 in the afternoon. All ten may attend lunch. Therefore in Stage 1 of our reopening, 10 different members will be invited into Clubhouse each day. We will schedule member work-ordered day activities one week in advance. With this schedule, we anticipate that members will be able to attend Clubhouse 3 times per month. This will depend on the number of members wishing to return and the actual attendance.

• All members who were active in the three month period prior to the physical closing of the Clubhouse building will be contacted by phone or social media and invited back. Staff will work out a mutually acceptable schedule for all members. Primary consideration will be given to members who have shown signs of decompensating during the pandemic.

• Potential Place will be installing physical barriers and increasing separation between desks. We will have sneeze guards at reception and at the Bistro.

• Eliminating non-essential gatherings such as meetings. We will continue to hold daily meetings via teleconference or videoconference (Zoom, Slack, Facebook Live) formats.

• Potential Place will remove and/or space chairs from shared spaces to discourage large gatherings.

• Potential Place will be implementing contact-free modes of interaction.

• Taping markers to show 6-foot distances.

Screening/dealing with symptomatic colleagues’ common symptoms of COVID-19 include, but are not limited to, the following:

• Fever

• Sore throat
• Cough
• Runny nose
• Difficulty breathing
• Potential Place staff will take the temperature of each member before the member enters the Clubhouse (in the lobby downstairs). If a colleague’s temperature is greater than or equal to 38 degrees Celsius, the colleague will be urged to get tested (through the 8-1-1 Alberta protocol) and will not be allowed entry to the Clubhouse.

Potential Place will take reasonable steps to ensure that any colleague who is exhibiting any of the symptoms of COVID-19, or who is otherwise sick with cold or flu-like symptoms, or who is living in a residence with another person who is exhibiting any such symptoms, does not come into the Clubhouse. This means that if any colleague is experiencing any such symptoms or are living in a residence with another person who is exhibiting any such symptoms, isolation and other measures must be taken. Such individuals are required to self-isolate in accordance with Alberta government guidelines. If an employee comes to the Clubhouse exhibiting any such symptoms, or begins to exhibit any such symptoms while at Clubhouse, Potential Place will take the following steps:
• The colleague will be asked to leave the Clubhouse immediately and instructed to begin isolation at home in accordance with government guidelines.
• Potential Place will make arrangements for the colleague to get home safely from the workplace without using public transportation, as may be required for the specific colleague.
• After the Colleague has left the workplace, remaining colleagues at the Clubhouse shall immediately clean/disinfect any work areas where the colleague had recently been present.
• Potential Place will record the names of all other employees and members that the sick colleague has been in contact with in the 48 hours prior to exhibiting symptoms, as we may be required to provide such information to Alberta Health Services if the employee later tests positive for COVID-19. Potential Place will not attempt to, conduct testing for COVID-19 on employees or members. Such testing can only be carried out by trained medical professionals. Rather, Potential Place will need to ensure that all employees and members are aware of the requirements set out above, and otherwise carefully monitor employees in the Clubhouse for any symptoms.
Potential Place also ensures that employees and members understand that they will not suffer any negative consequences for acknowledging that they are experiencing such symptoms and having to isolate at home as a result. Additional workplace health and safety resources relating to COVID-19 are available from Andrea Taylor or Frank Kelton or a members’ staff-link.

II General Overview of Changes Affecting Albertans

The Alberta government has recently released an overview of its relaunch strategy, which sets out the parameters for gradually reopening businesses and returning employees to the workplace. Although this will be a gradual process, employers are actively planning for employees to return to the workplace. The purpose of these protocols are to outline key details of the relaunch, and to discuss important legal considerations for Potential Place colleagues (members and staff) as we make plans to re-open our Clubhouse.

Relaunch stages in Alberta’s relaunch strategy will take place over three stages. Enhanced infection prevention measures, such as physical distancing requirements of at least two meters, will remain in effect through all stages. Progression through each stage will be based on the infection numbers and on the achievement of health measures to the satisfaction of the Chief Medical Officer of Health. In particular, the government will be monitoring hospitalizations and intensive care unit occupancy.

As of the beginning of May, some provincial restrictions have already been lifted, including those applicable to outdoor recreation areas and some health-care workers. As the strategy proceeds through each stage, additional businesses that were previously declared to be non-essential will be allowed to resume operations. Employers must follow government guidelines and restrictions when re-opening. Employers with questions regarding re-opening should contact our Employment Law Group. Throughout the first two stages, Albertans will be encouraged to wear a mask when unable to maintain physical distancing. Recent travelers, close contacts, and symptomatic people will continue to be subject to the current self-isolation and quarantine requirements.

Stage 1 of the relaunch strategy will begin as early as May 14. Restrictions will be lifted on the following businesses:

- Some retail businesses, including clothing, furniture and bookstores.
- All farmers’ market vendors.
- Some personal services, including hairstyling and barber shops.
- Additional scheduled surgeries and dental procedures.
• Cafes, restaurants, pubs and bars can reopen for public seating at 50% capacity, but people will not be able to go to the bar to order drinks, they will need to be served at the table.
• Museums and art galleries.
• Daycares and out-of-school care, with occupancy limits.
• Summer camps, with occupancy limits (this could include summer school).
• Post-secondary institutions will continue course delivery, but method (online, in-person or blend) will depend on the restrictions in place at each phase. At this stage, gatherings will continue to be restricted to 15 people, employers are still advised to allow their employees to work remotely whenever possible, and Albertans will continue to be cautioned against non-essential travel within or between provinces.

Stage 2

There is currently no tentative date for Stage 2, as the timing will be determined based on the success of Stage 1 and other medical considerations, but upon reaching Stage 2 the maximum size for gatherings will increase and the following additional businesses will be allowed to reopen:
• Potential opening of K-12 schools, with restrictions.
• Additional personal services, including artificial tanning, esthetics, cosmetic skin and body treatments, manicures, pedicures, waxing, facial treatments, massage and reflexology.
• Restaurants, cafes, lounges and bars continue operating at reduced capacity.
• Movie theatres and theatres, with restrictions.
• Larger gatherings will be permitted in some situations (number of people to be determined).

Stage 3

Progression to Stage 3 will be determined by the success of the previous two stages. Physical distancing requirements will continue to be in place, but most of the remaining restrictions will be lifted at Stage 3 including wearing masks, and undergoing self-isolation and quarantine. Stage 3 will involve the following:
• Fully reopening all businesses and services, with some restrictions.
• Larger gatherings will be permitted (number of people to be determined).
• Arts and culture festivals, concerts and major sporting events will be permitted, with restrictions.
• Nightclubs, gyms, pools, recreation centres and arenas will reopen, with restrictions.
• Industry conferences can resume, with restrictions.
• No restrictions on non-essential travel. Occupational health and safety.

The following information provides an overview of the COVID-19 workplace guidance provided by the Alberta government. All Employers are highly encouraged to review the full occupation health and safety guidelines here. All employers have a legal obligation under occupational health and safety legislation to create and maintain a safe and healthy workplace for all employees. Employees also have a responsibility to take reasonable care and to cooperate with their employer to ensure the health and safety of themselves and others at the workplace.

Maintaining a safe and healthy workplace in the COVID-19 environment requires employers to conduct an assessment of workplace hazards, and then implement reasonable preventative measures to minimize the likelihood of employees being exposed to or transmitting COVID-19.

Employers are also required to take steps to ensure that employees are aware of the preventative measures in place, and of their own obligations to maintain a safe and healthy Workplace. Communication and hygiene For the purpose of maintaining quick and effective communication with employees, employers should maintain an up-to-date contact list for all colleagues.

Please also review the attached Workplace Guidance for Business Owners, and the Guidance report for non-essential health services.