

## The HUB PUBLIC POLICY DOCUMENT June 10, 2020

Please note: this document may be revised as situations warrant.

**The HUB will reopen June 15 at which time the office and public washrooms will be accessible. Whenever possible, please schedule an appointment to meet with staff to ensure the safety of everyone.**

**The café will remain closed until further notice and the Annex is off limits to the public. The library, playground equipment and all outdoor spaces will be open and available to the public.**

### **Health & Social Distancing**

Do not enter if experiencing any COVID symptoms such as fever, chills, cough, shortness of breath, sore throat and painful swallowing.

The use of non-medical face masks is encouraged while inside facility and is mandatory if participating in a physically active program (that may increase potential for droplet spreading) or class such as dance, yoga, or singing.

If you have been tested positive for COVID-19 and have visited the facility in the previous 2 weeks, you must let HUB staff know and follow the directions of the Provincial Health Officer.

Do not enter the facility if you have arrived from outside of Canada or have been in contact with a confirmed COVID-19 case.

No hand shaking please.

Respect safe social distancing guidelines & directional signage.

Respect room occupation limits. Upstairs rooms: max 20 people. Gymnasium: max 48 people (stage is off limits at this time). Program leaders will plan and oversee accordingly in consultation with staff.

Restrict in-person meetings & events to outdoor spaces whenever possible.

If using indoor meeting spaces: follow safe distancing protocols; wear non-medical face masks if not able to social distance; clean high touch point areas after use; do not congregate or linger inside after meeting.

The Clay Studio, Cowichan Wood Workers Co-op & the Rockhounds will have their own protocols regarding occupancy limits.

## Enhanced Cleaning Protocols

Hand sanitizing stations have been placed inside the entrance doors of both buildings. Additional sanitizing stations will be placed outside of each room as supplies become available.

Please wash your hands, and those of your children, frequently.

Indoor high touch areas will be cleaned a minimum of twice daily.

Program leaders & room renters are responsible for cleaning high touch areas post class, meeting or event. Adequate time will be scheduled between bookings to allow for cleaning and safe distancing for people while entering and exiting the building.

The Clay Studio, Cowichan Wood Workers Co-op & Rock Hounds will determine their own opening schedules and tool & equipment cleaning protocols which will be maintained by volunteers in these areas. FMI contact leaders in these areas.

## Outdoor Areas

Outdoor playground equipment to be opened June 15<sup>th</sup> following the lead of the Municipality of North Cowichan, CVRD, City of Duncan, & Town of Ladysmith. Please respect and follow directions on the signage.

Basketball court is for practice only, no games allowed. Touch only your own basketball. If others are waiting to use the court, please restrict your time to 30 minutes to allow for others to practice.

**Public washrooms are only available in the main building at this time.** The Annex washrooms are for the exclusive use of the businesses operating in the annex until further notice.

The library is open for borrowing and leaving books. This area will **not receive extra cleaning so use at your own risk.**