

August 31<sup>st</sup>, 2020

### ***West Island LGBTQ2+ Centre***

### ***COVID-19 Reopening: Policies and Procedures***

As the West Island LGBTQ2+ Centre prepares for a partial and adapted reopening of our in person services, we have put in place a series of guidelines to ensure the safety of our participants to the best of our ability. As such we would like to draw attention to our new COVID-19 Rules and Regulations, and our COVID-19 Sanitary policies. These policies are being put in place in accordance with government recommendations and in conjuncture with CNESST COVID-19 toolkits (for more information, please see the following website: <https://www.cnesst.gouv.qc.ca/salle-de-presse/covid-19-info-en/Pages/toolkit.aspx>).

As we begin gradual re-openings, we will do so in a way to be respectful to our members various levels of comfort to in-person meetings. The LGBTQ2+ Centre will ensure that while we add on in-person meetings, that meetings will also remain available online. As much as possible we will also host in-person meetings outside, whether on the grounds of Beaconsfield United Church or at the nearby Beaconsfield Heights Park. In instances of unfavourable weather, meetings will take place in the main hall or the gallery of Beaconsfield United Church.

Recognizing that the presence of COVID-19 means that future outbreaks remain a possibility, the Centre will continue to monitor the spread of COVID-19 within our community as we gradually reopen. We will remain poised to consider further reopening should number of cases continue to decline, or to return to online programming should number of cases increase.

Currently our expectation is to resume some in-person meetings following Labour Day Weekend. A schedule of our new meeting times, form of meetings and locations will be published prior to reopening of in-person meetings.

## COVID-19 Rules and Regulations

1. Programs are limited to ten (10) attendees per session, and so availability is based on a first come, first served basis.
2. There will be a minimum of two (2) personnel on site at all times, comprised of one coordinator and one volunteer.
3. Everyone must respect a 2-meter distancing from each other at all times.
4. The wearing of masks is required when arriving, departing or otherwise moving about the spaces, and are recommended but not required when seated in conversation
5. Participants:
  - a. Participants who would like to attend are required to sign-up for the sessions at least 24-hours in advance;
  - b. Participants who attend will also be required to provide their Phone number, and email address at each session, to help us with contact tracing in the possible case where a participant or member of personnel may test positive for COVID-19;
  - c. Participants will be required to answer our four risk assessment questions before accessing each session;
  - d. Participants consent to have their temperature taken upon arrival.
  - e. Participants will be refused access if they are experiencing/displaying any symptoms.
  - f. Should you be experiencing symptoms, we require that you do not attend our in-person programs for a minimum of 14-days, and encourage that you get tested,
6. Testing and disclosure;
  - a. In the event that a participant or staff person is tested for COVID-19, they are not permitted to attend the Centre's in-person programming while they await their results,
    - i. The Centre
  - b. Should you test positive, we require that you inform the Centre directly, by phone and email, so that we may contact those who may have been exposed,
    - i. Your confidentiality will be maintained, the Centre will not disclose your identity when contact tracing.
  - c. In the event where someone tests positive, we ask that that person goes for a second COVID-19 test, and tests negative before returning to the program.
    - i. We will request a copy of your verification that you have been tested, as well as proof of negative results.
7. No touching between participants is permitted (this includes hugs, handshakes, etc.)
  - a. This does not include any instance where First Aid or CPR may need to be administered.
8. While at the programs participants are not permitted to leave and return (this includes, going out to smoke, going for a walk, etc.)
  - a. Due to limited staffing we are not able to monitor participants in more than one space.
9. Participants are invited/encouraged to bring their own snacks or meals and water, as the Centre will not be providing meals for the foreseeable future.
  - a. Sharing of food and drinks amongst participants is prohibited.
  - b. Participants will not be permitted use of the Microwave, and so bringing foods that need to be heated is discouraged
  - c. We ask that participants do not bring food items that are also common allergens
    - i. I.e. Peanuts, nuts, peanut butter; shellfish

## COVID-19 Sanitary Policy

1. Hygiene and Respiratory Etiquette
  - a. The Centre requests that all participants, staff, and volunteers wear masks on arrival and departure, and when moving through the space.
    - i. Wearing of masks is also encouraged when seated, but not required due to the co-existing requirement to maintain 2 - meters separation.
  - b. Participants will wash their hands or use alcohol-based hand sanitizer when they enter the building or any in-person programs offered by the Centre.
  - c. Participants will be required to wash their hands for 20 seconds after using the washroom.
2. Equipment Sanitization
  - a. Use of sanitary sprays or other disinfecting cleaners to wipe down each piece of equipment after use.
  - b. We encourage participants to bring their own camp chairs or blankets for any outdoor meetings.
3. Hardware sanitization
  - a. All building hardware in the used spaces will be cleaned after each session, this would include, but is not limited to; handles, light switches, benches etc.
4. Washrooms
  - a. Frequently touched surfaces in the washrooms will be sanitized by staff of the LGBTQ2+ Centre prior to and after each session.
    - i. This sanitization will include using a disinfectant spray to wipe down the flush handle and seats on the toilet, the taps and the vanity, doorknob, paper towel dispenser, and light switches.
  - b. We will remove our communal period and safe sex product station, however these products will remain available upon request.

## Consent Form

This form serves as confirmation that the participant has reviewed our COVID-19 policies and procedures, you understand their contents, and agree to adhere to the rules and regulations put in place.

The West Island LGBTQ2+ Centre has implemented operating procedures in order to ensure compliance with Public Health recommendations to limit the spread of the virus. We implemented these procedures in compliance with CNESST recommendations, as per their Day Camp Sector toolkits (for more information please see the following link: <https://www.cnesst.gouv.qc.ca/salle-de-presse/covid-19-info-en/Pages/toolkit-day-camp-sector.aspx>). As such, the West Island LGBTQ2+ Centre has done their due diligence to make the space as sanitary and safe as possible, and may not be held liable should a participant contract COVID-19 or be otherwise exposed.

As a participant, you understand that by coming to any in-person drop-ins or related activities, you are assuming the risk of exposure to the coronavirus (or other public health risk). This risk may increase if you travel by public transportation, cab, or ridesharing service.

Should you have any questions you can contact the Executive Director, David Hawkins at the following coordinates.

**David Hawkins**  
(514)794-5428  
[Director@lgbtq2centre.com](mailto:Director@lgbtq2centre.com)

I, \_\_\_\_\_ (participant), have read and understand the provided information and I will have the opportunity to ask questions. I understand that my participation is voluntary and that I assume responsibility for adhering to the LGBTQ2+ Centres code of behaviour, and their COVID-19 protocols and procedures. I understand that I will be given a copy of this consent form.

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Participant Name

Signature

Date

Should the participant be under the age of 18, we also require the signature of a parent or legal guardian.

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Parent/Legal Guardian Name\*

Signature

Date