

COVID-19 Safety Plan for Resuming Limited Public Attendance at Council Meetings and Public Hearings



Staff and community safety are paramount in the District's response to Covid-19.

RISK ASSESSMENT

Public participation for Council meetings, including Public Hearings, will be held at Brennan Park Recreation Centre in the Stawamus Chief Activity Room (auditorium) to ensure adequate space to accommodate the distancing requirements for in-person attendance at meetings, and to allow required space for traffic flow in and out of the venue. A floor plan is attached which outlines the room layout, capacity and safety measures that have been put in place to reduce the risk of transmission.

ENCOURAGE ELECTRONIC PARTICIPATION

The public is encouraged to watch and participate at Council meetings, including Public Hearings, electronically.

WAYS TO PARTICIPATE

The District uses the electronic meeting participation platform, WebEx. Members of the public may participate by:



Using their computer,



Downloading the WebEx app to their cell phone,



Telephoning in using a landline or cell phone.

Instructions are available at [squamish.ca/public-hearings-and-meetings](https://www.squamish.ca/public-hearings-and-meetings).



Due to the limited numbers permitted to participate in person, the District is **strongly recommending** those who are able to participate electronically do so.

Providing written communication to Council in advance of a Public Hearing is also an effective way for the public to provide feedback to Council. Comments may be sent to hearing@squamish.ca and should be received by 4 p.m. on the date of the hearing. Members of the public having difficulty connecting electronically or by telephone may send comments to hearing@squamish.ca during the hearing.

SAFETY ACTIONS AND PROTOCOLS

Controlled and limited public access

SCREENING

A greeter will be stationed outside the front doors to the Brennan Park Recreation Centre lobby (arena side), beginning 30 minutes prior to the start of the Council meeting. The greeter will ask preliminary health screening questions related to Covid-19 symptoms and travel prior to allowing members of the public to enter the building.

SAFETY

Attendees will be required to sanitize prior to entrance and will be strongly encouraged to wear a mask. Masks may become mandatory in the future.

INFORMATION TABLES

A table will be set up outside the entrance to the Stawamus Chief Activity Room where a staff member will provide instructions on seating locations, entrance and exit to the meeting venue, and provide information related to the agenda.

SIGNAGE & DIRECTIONS

Physical distancing signs, physical distancing markers and arrows will be placed outside the front doors, in the lobby and in the Stawamus Chief Activity Room to ensure that physical distancing requirements are met.

CONTACT TRACING

Pursuant to the Order of the Provincial Health Officer for Gatherings and Events, members of the public will be required to provide their contact information in the event that it is required for contact tracing on the part of the medical health officer. Information will be handled confidentially and, pursuant to the Order, will be retained for 30 days.

MAXIMUM CAPACITY

COUNCIL MEETINGS

- Maximum capacity for a Council meeting is 50, and includes Council members, staff and members of the public.
- **Public attendance will be limited to 30** to ensure that total numbers are within the Order of the Provincial Health Officer limit of 50 persons for an event.

SHARED AREAS

Maximum capacity for restrooms is one. Signage will be posted on the doors.

ENGINEERING CONTROLS

PHYSICAL BARRIERS

Physical barriers, such as plexiglass, will be installed at the greeter tables in the lobby to ensure separation between front line staff and the public.

ADMINISTRATIVE CONTROLS

REGULAR SANITIZATION

A cleaning protocol for regular sanitization has been established for high-touch areas at the front entrance, lobby reception area and Stawamus Chief Activity Room, including door handles, entrance ways and the speaker's podium. Hand sanitizer will be available in multiple locations.

REINFORCE MEASURES THROUGH SIGNAGE

- Signage reinforcing physical distancing, hand washing, use of hand sanitizer and messaging advising participants to stay home if sick will be visible from all areas, including the entrance, lobby, Stawamus Chief Activity Centre and restrooms.
- Maximum capacity signage will be posted at the entrance and in the lobby.
- Physical distancing markers will be placed outside the entrance and throughout the lobby and Stawamus Chief Activity Centre.
- Directional traffic will be established with marking tape indicating the flow of one-way traffic.
- The front doors leading into the lobby have been established as the entrance doors and the side doors in the Stawamus Chief Activity Centre as the exit doors.
- Signage will clearly mark the entrances and exits.

FIRST AID

In the event that first aid is required, a Recreation Services staff member with Occupational First Aid Level 1 certification will attend to provide first aid assessment and assistance. In the event of an emergency, 911 will be called.

COMMUNICATION TO THE PUBLIC

Information related to electronic or in person attendance at Council meetings is available on the District of Squamish website at [squamish.ca/attend-or-speak-at-a-council-session](https://www.squamish.ca/attend-or-speak-at-a-council-session).

Agendas and minutes are available to the public on the website. Members of the public who wish to attend a Council meeting as a delegation are required to submit an Application to Appear one week prior to the meeting by emailing admin@squamish.ca. Correspondence sent to Council@squamish.ca will be placed on an upcoming Council meeting agenda. To send a comment regarding an upcoming Public Hearing, please email hearing@squamish.ca. Any questions regarding participation at Council meetings may be directed to admin@squamish.ca.

COVID-19 BC RESTART PLAN

The Province is currently in Phase 3 of the BC Restart Plan. In the event that the Province goes back to Phase 1 or Phase 2, the change will likely result in the District resuming electronic public participation only for Council meetings. Phase 4 will be the trigger to resume full in person public participation at Council Meetings.

DOWNLOAD THIS PLAN



WATCH THE LIVE STREAM ON OUR WEBSITE



FLOOR PLAN FOR PUBLIC MEETINGS HELD IN STAWAMUS CHIEF ACTIVITY ROOM

