

MOSAIC PLACE

MEETING SPACES REOPEN PLAN



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WELCOME BACK GUESTS

As we prepare to open Mosaic Place we are working diligently to create a safe reopen plan with guidance from the Saskatchewan Government which includes several new safety measures for staff and guests. Since many of these measures will be new and will evolve, we want to be sure our guests are aware of these changes.

All, staff and management will be provided reopen guidelines. It is the responsibility of the venue to ensure that rules and guidelines are in place and made available to staff and guests prior to entering the venue. Any changes to the Saskatchewan Health Authority re-open guidelines will be reviewed and applied to the venue's re-open plan.

KEY CONTACTS

GENERAL MANAGER	EVENT MANAGER	ADMINISTRATION	OPERATIONS
Ryan MacIvor 306 624 2045	Angie Ward 306 690 7208	Michelle Blakley 306 624 2040	Operator on shift 306 690 3950

SPECTRA STAFF

- All Spectra staff perform a self-assessment for COVID-19 symptoms prior to entering the venue.
- Spectra staff will not enter the venue if experiencing any COVID-19 related symptoms, or if they have been in contact with anyone who may have been exposed to the virus.
- Spectra staff are required to wear masks while working in the building.
- Any case of COVID -19 will be reported with Spectra and Spectra will cooperate with the Saskatchewan Health Authority.

CAPACITY

- The capacity dictated by the Saskatchewan Health Authority must be up to date, posted and enforced.
- Gathering size per banquet/meeting spaces must comply with the public gathering restrictions as per the current public health order.

COVID SAFETY CHECK

By entering the building, you are confirming the following:

1. I do not have any unexplained, new, or worsening symptoms (of any severity) that may include one or more of the following: cough, runny nose, sore throat, flu like symptoms, shortness of breath, muscle aches or joint pains, fatigue, or fever (38 C or 100.4 F)
2. I have not travelled outside of Canada within the last 14 days.
3. I do not have a positive test for COVID-19.
4. I have not been exposed to someone who is under testing for COVID-19 or has been confirmed to have COVID-19 in the last 14 days.
5. I will maintain 2 metre physical distancing.

SAFETY

- Signage will be placed outside and on the door entrances to remind all people of the COVID-free criteria to be met to enter facilities .
- Entering the building is a declaration of health.
- If a participant is observed to have COVID-19 symptoms staff will refuse to allow the person further access to the building and ask them to leave the building immediately by the appropriate exit.
- If a patron develops COVID-19 symptoms during their rental, they must be moved to the isolation room (Room 207) and a deep clean will be performed by staff.
- Once the patron has left the building, staff must disinfect any surfaces and areas that the customer may have touched or been in contact with.
- If the individual refuses to leave or is in distress, staff will call 911 and Police and/or EMS will be dispatched to assist.
- Please respect others. If you are sick stay home.
- Keep your hands clean. Wash hands with soap and water for at least 20 seconds.
- Adequate hand sanitizer will be made available to guests at Mosaic Place.
- Avoid touching your eyes, mouth, and nose.
- Avoid touching hard surfaces people touch as much as possible.
- Greetings that require close physical contact such as handshakes, high fives, fist bumps and hugs, should be discouraged

- Organizers are strongly encouraged to post information around the event/gathering area that reminds attendees to practice respiratory etiquette and hand hygiene (e.g. entrances, washrooms and staff rooms).

GUIDELINES

The person organizing (facilitator) the gathering, and Mosaic Place management are responsible for ensuring these guidelines are followed. It is strongly encouraged that attendees, staff and volunteers be familiar with the guidelines.

- Maintain physical distancing (six feet/ two meter apart).
- If you are unable to maintain 6ft of social distancing a mask should be worn.
- Contactless payment is preferred.
- Record of all attendees must be kept by meeting facilitator for a period of one month.
- Limit the duration of the event. Encourage patrons to arrive as close to the scheduled event time and, where possible, proceed directly to their seats. Attendees should leave immediately following the event/gathering to discourage gathering in common areas.
- Maintain physical distancing when returning to your vehicle.
- Coat checks are not recommended at this time.
- Dance floors and karaoke are not currently permitted.
- Live DJs are permitted but must ensure physical distancing at all times.
- Singing and shouting can spread droplets further than regular conversation and present an increased risk:
 - Live music, including singing, woodwind, and brass instrument should be separated from patrons and other performers by a distance of four metres and/or a physical barrier.
 - Other musicians (e.g. guitar or percussion players) and performers are permitted with two metres of separation.
 - Performers from the same extended household are not required to be physically distant from each other but must be separated from patrons and performers from outside of their extended household.
 - Music should be played at a moderate volume to prevent shouting.
- The facility is equipped with adequate ventilation to minimize risks associated with indoor environments.
- Adequate handwashing and restroom facilities are available.

SOCIAL DISTANCING

- Groups from different banquet/conference rooms must not mingle with each other.

- Public and staff, with the exception of household and extended household contacts, must maintain a minimum physical distance of two metres from others in all areas.
- Seating areas are subject to the following:
 - Physical distancing is required between individuals with the exception of household and/or extended household groups.
 - Leave alternating rows empty and provide signage where necessary.
 - Events and gatherings with seating should have seating assigned, where possible. Where table seating is provided, limit seating to six individuals per table, with two metres between tables.
- Event and gathering organizers must establish facility/area plans that include visual markers, such as cordons, floor markers, signage, etc., to encourage and support proper physical distancing. Areas of concerns include common areas, seating, walkways, and washrooms. Event Organizer will coordinate this with the Mosaic Place Event Manager.
- Avoid activities that do not allow physical distancing, such as party games or crowding together for photographs.
- If physical distancing at a gathering/event is not possible or is unpredictable, attendees should wear a non-medical mask (e.g. cloth or other material).

RENTAL GROUP RESPONSIBILITIES

- Consider having exhibitors, attendees, exhibitors, and contractors wear face masks.
- The rental group organizer/facilitator will be responsible to make attendees aware of the regulations and guidelines put in place for the safety of their event.
- The event organizer will become familiar the protocols put in place at Mosaic Place.
- The event organizer will ensure that a record of attendance is in place if contact tracing is to occur.
- The event organizer is responsible for monitoring the capacity and ensuring that their group is abiding by the rules.
- The event organizer will champion the safety protocol for their user group.

FIRST AID

- If a person becomes ill, they must immediately stop participating and return home.
- Try to limit the number of individuals in contact with the sick person.
- Place a mask over the individual's mouth and nose if they are not able to do so. Maintain a safe distance until the mask is in place.
- First aid providers caring for people should follow standard precautions. Those who provide direct care requiring close or direct contact should wear a mask.
- Following care, first aid providers should discard the mask and gloves following standard procedures and perform hand hygiene.

- Notify Mosaic Place management.

CLEANING AND SANITIZING

- A full building clean will take place prior to opening.
- The event organizer must promote and facilitate frequent hand Hygiene:
 - Handwashing stations are provided within the rental space when possible. Although there will be a full disinfection of the hand sanitizing stations within the meeting space groups will be responsible for the more frequent disinfectant of this area.
 - Alcohol hand sanitizer will be provided at all points of entry and restrooms
 - Groups will be responsible for supplying sanitizers for personal use.
- Disposable towels and spray cleaners, or disposable wipes will be available to staff and (as necessary) patrons to regularly clean commonly used surfaces.
- Garbage bins will be emptied frequently.
- A high touch surface disinfectant run will be created specifically for the area and performed by House Keeping.
- Adequate soap and paper towels will be made available in restrooms. As well hand sanitizing dispensers are to be full at all times.
- Hand sanitizing stations are placed in high touch areas and entries and exits.

FOOD SERVICES

Mosaic Place Food & Beverage licensed under The Food Safety Regulations (i.e. restaurants, hotel banquet facilities, mobile food vendors) is subject to the requirements contained in the Restaurants and Licensed Establishments Guidelines.

- No buffet style or self-service foods or beverages are permitted. Plated service only.
- Single portions and pre-packaged foods may be provided.
- Common touch items are not permitted. This includes self-serve beverages (including mix and ice), napkins, utensils, and condiments.
- Provide single-serve refreshments only.
- Water fountains will be closed.
- Alcohol consumption reduces inhibition and could result in actions and behaviors that increase the risk of transmission. The organizer and Venue Management of the facility will provide close and ongoing supervision of the function to ensure physical distancing requirements are met.

SIGNAGE PLAN

- Signage will be placed in all locations to remind members of physical distancing and hygiene protocol.
- Clear entrance and exits signs will be posted.
- Handwashing reminders will be posted.
- Directional traffic signs will be placed to control traffic.
- Markers will be placed in areas as visible queues to encourage physical distancing.

ENTERING THE VENUE

- All guests will enter the facility through the main entrance located along 1st avenue NW.
- Guests will access the second-floor meeting spaces up the grand staircase being mindful of the directional signage.
- Accessible access to the second level will be made available from the public elevator located by the box office.

EXITING THE VENUE

- Guests will exit using the dedicated areas on the grand staircase.
- One-way flow of traffic to be maintained whenever possible.

RESTROOMS

- Restrooms will be available for the second level meeting space and are located beside the GW Lounge mezzanine.

CONFIRMED CASE OF COVID-19

- If a case of COVID-19 has been confirmed in the venue Mosaic Place management will work in cooperation with the Saskatchewan Health Authority and provide assistance with contact tracing as requested.
- A deep clean and disinfectant will take of place of a potentially contaminated space.
- Closure or cancellation may apply as required by the facility to ensure the safety of our Guests, and Mosaic Place staff.