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SURREY BOARD OF TRADE EVENT COVID-19 SAFETY PLAN  
Updated August 30, 2021

\*Our COVID Safety Plan and our commitment to you:

1. The Surrey Board of Trade has a commitment to your safety and that of our guests and our staff and as such we have a safety plan in place for our events.
2. We will ensure that any event venue or space that is utilized for in-person events are subject to strict cleaning guidelines as per the Fraser Health. We will ensure that all tabletops and hard surfaces are disinfected before each event.
3. Hand sanitizer stations and signage will be provided to assist guests in adhering to the 2-meter safe physical distancing zones in all meeting rooms.
4. We will use venues where air circulation systems have been updated or that include systems where the exhaust runs 24hr a day to maximize on air circulation, the air filtration system uses an MERV8 rated filter, and where filters are on a strict 3-month replacement rotation.
  - a. Guests will be required to wear face coverings or non-medical mask when in any common public spaces of the event space, this includes but may not be limited to the lobby, foyers, washrooms and parking facility. Guests that do not wish to comply will be respectfully asked to leave the premises.
5. Staff always wear a non-medical masks while on shift and in contact with guests/clients and when in spaces to be occupied by guests.
6. The Surrey Board of Trade will provide a full contact list of all participants to include their name and phone numbers 48 business hour prior to the event date. If any walk-in guests arrive, these names would also be provided to the venue, for the purpose of contact tracing by the local health authority should that become necessary.
7. Audience size will adhere to current health order protocols and venue protocols. (e.g At the Sheraton Hotel, for their Guildford Ballroom, no more than 140 guests to include staff and volunteers are permitted in one meeting room under the current Provincial Health Order (PHO) and all guests are expected to respect 2 meter physical distancing at all times.)
8. No more than 50 persons, or 50% of the seated operating capacity of the place, excluding event staff, whichever number is greater, are present.



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9. There will be a dedicated event organizer trained on Surrey Board of Trade safety protocols.
10. Access to the event will be controlled. (e.g. pre-registration requirement)
11. There will be seating available for each participant, and each participant will be sent to a seat or a table.
12. Participants will be seated throughout the place in such a way as to use all available space.
13. Participants will stay in the seat to which they are assigned, and will not move from seat to seat.
14. Participants at an event, other than a program for children or youth, remain seated, unless movement, such as getting up to speak at a meeting or to read at a service or ceremony, is necessary for the purpose of the event, or in order to
  - a. be served at a serving counter, obtain a meal or snack in a take-away container, or use a self-serve food or drink station,
  - b. use washroom facilities,
  - c. provide assistance to another person who requires care or first aid, or
  - d. leave or return to the place.
15. If there is a food or drink station,
  - a. hand washing facilities or alcohol-based sanitizers are within easy reach of the station;
  - b. signs reminding participants to wash or sanitize their hands before touching self-serve food, drink or other items, are posted at the self-serve station; and
  - c. high touch surfaces at the station, and utensils that are used for self-serve, are frequently cleaned and sanitized.
16. Hand sanitation supplies will be readily available to participants.



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17. Toilet facilities with running water, soap and paper towels for hand washing and drying purposes or hand sanitation supplies are available for participants.
18. There will be a sufficient number of staff to ensure that
  - a. participants remain seated, and
  - b. participants do not congregate in parts of the place.
19. There will be no dance floors at Surrey Board of Trade events. If a venue has a dance floor, these will be visibly closed with physical barriers or occupied with tables, unless they are being used for a dance performance.
20. Participants will not be allowed to dance.
21. The Surrey Board of Trade will monitor the number of people present and will ensure that the number of people present does not exceed the maximum number permitted for an inside event.
22. A participant will not attend an inside event at which there are more people present than are permitted, and must not enter a place, or must leave a place, if so directed by the organizer or a member of staff.
23. A participant must comply with the requirements, and with measures, or guidance or directions from the organizer or a member of staff, intended to avoid the congregation of participants.
24. If there is more than one area in a place in which events may be held, there may be an event in each of the areas.
25. The Surrey Board of Trade reserves the right to refuse service to any guest who will not adhere to safety protocols.