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SURREY BOARD OF TRADE EVENT COVID-19 SAFETY PLAN

Updated October 25, 2021

Our COVID Safety Plan and our commitment to you:

1. The Surrey Board of Trade has a commitment to the safety 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 Fraser Health. We will ensure that all tabletops and hard surfaces are disinfected before each event.
3. In accordance with the Provincial Health Orders, all guests will be required to show proof of full vaccination upon entry.
4. Hand sanitizer stations and signage will be provided to assist guests in hand hygiene.
5. We will use venues where all staff are required to be fully vaccinated.
6. 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.
7. 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.
8. SBOT staff, venue staff and vendors always wear a non-medical masks while on shift and in contact with guests/clients and when in spaces to be occupied by guests.
9. The Surrey Board of Trade keep a full contact list of all participants to include their name and phone number or email, for the purpose of contact tracing by the local health authority should that become necessary.
10. Audience size will adhere to current Provincial Health Orders and venue protocols.
11. There will be a dedicated event organizer trained on Surrey Board of Trade safety protocols.



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12. Access to the event will be controlled. (e.g. pre-registration requirement)
13. There will be seating available for each participant, and each participant will be sent to a seat or a table.
14. Participants will be seated throughout the place in such a way as to use all available space.
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.
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 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.
19. Participants will not be allowed to dance.
20. A participant must comply with the requirements, and with measures, or guidance or directions from the organizer or a member of staff.
21. 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.
22. The Surrey Board of Trade reserves the right to refuse service to any guest who will not adhere to safety protocols. Refunds will not be issued for failure to comply.