



## PROTOCOL – COVID-19 GATHERINGS

### (PRAC meetings, Rural Plan Working Group Meetings, Open Houses, Public Hearings)

While the preferred method of conducting meetings is videoconference or teleconference, we recognize that at times in-person meetings are unavoidable and necessary.

If an in-person meeting is deemed necessary, the following protocol is to be strictly followed:

#### Pre-Gathering Activities

- 1) All surfaces that would likely be touched during the meeting shall be sanitized, this is inclusive of but not limited to light switches, door handles, tables and chairs.
- 2) A sign shall be posted on the washroom door advising that that the washroom is closed.
- 3) Hand sanitizer shall be made available and placed near the gathering room entrance.
- 4) Community masks shall be made available and placed near the gathering room entrance.
- 5) Staff shall facilitate physical distancing by positioning furniture to allow for the 2 metre (6 ft.) rule.
- 6) All participants must advise staff of their intentions to attend a gathering whether in-person, via teleconference or videoconference, at least 48 hours in advance of the gathering.
- 7) An active screening will be conducted at that time. This requires the participant responding to the screening questions either verbally or electronically. (See below).
- 8) Participants will be advised of the mandatory use of community masks.
- 9) Participants shall be advised on whether they are permitted to attend the gathering in-person and/or how to join the gathering via teleconference or videoconference (if applicable), at least 24 hours in advance of the gathering. **Note: All gatherings shall be limited to a maximum of 50 in-person participants. The number of participants will be governed by the size of the venue to ensure physical distancing is maintained. Record keeping of participants is required to facilitate contact tracing.**
- 10) Participants shall be advised to **stay home and join the meeting via teleconference or videoconference** if they exhibit any of the following COVID-19 symptoms:
  - a. fever above 38 degrees Celsius
  - b. a new cough, or worsening chronic cough
  - c. sore throat,
  - d. runny nose
  - e. headache
  - f. a new onset of fatigue
  - g. a new onset of muscle pain
  - h. diarrhea
  - i. loss of sense of taste
  - j. loss of sense of smell
  - k. purple markings on the fingers and toes (in children)



- 11) Participants shall also be advised to **stay home and join the meeting via teleconference or videoconference** if they answer **YES** to any of the following questions:
- a. Have you had close contact within the last 14 days with a confirmed case of COVID-19?
  - b. Have you had close contact within the last 14 days with a person being tested for COVID-19?
  - c. Have you been diagnosed with COVID-19 or are awaiting lab test results for COVID-19?
  - d. Have you returned from travel outside of New Brunswick within the last 14 days?
  - e. Have you been told by public health that you may have been exposed to COVID-19?

### **Gatherings**

- 1) Access to the washroom facilities shall be prohibited.
- 2) Participants will be asked again the active screening questions prior to being admitted.
- 3) Participants shall sanitize their hands upon entering the gathering room. Hand sanitizer shall be located near the room entrance.
- 4) Participants are required to wear a community mask upon entering the gathering room. Community masks shall be located near the room entrance. Refusal to wear a mask for other than medical reasons shall bar admittance.
- 5) A physical distance of 2 metres (6 ft.) must be maintained between participants, whenever possible.
- 6) In public settings with seated venues physical distancing may be reduced down to 1 metre with the continuous use of a mask.
- 7) Participants are advised to sneeze or cough into a tissue, their sleeve or elbow, safely dispose of the tissue and to sanitize their hands afterwards.
- 8) All gatherings shall be limited to a maximum of 50 in-person participants. Note: the number of participants will be determined by the size of the venue.

### **Post-Gathering Activities**

- 1) All surfaces that were touched during the gathering shall be sanitized, this is inclusive of but not limited to light switches, door handles, tables and chairs.

We will continue to monitor our situation and adjust as necessary.