



THE WEDDING RING'S KW
FALL EXPO 2021

COVID
SAFETY PLAN

DATE: SEPTEMBER 26TH, 2021
TIME: 10AM TO 5PM
LOCATION: BINGEMANS
BALLROOM

CAPACITY LIMITS

- The maximum number of people at any one time in this space is limited to 349 people at one time to a maximum of 1,000 people for the duration of the event as stipulated in Ontario Regulation 364/20
- Signage is posted at all entrances indicating the maximum number of people that can be permitted at any one time in an indoor space.
- Timed tickets are available to ensure we stay within the capacity limits.
- Physical distancing signage will be available throughout the venue reminding patrons to maintain distance - 2 metres or more between persons.
- Click counters will be used to ensure that we are always below the stated capacity.

SCREENING FOR COVID-19

- All patrons will receive an email 48 hours before the event with screening questions reminding them to not attend if they're experiencing any symptoms.
- Employees/exhibitors are asked to perform a COVID-19 self-assessment prior to arriving at their work, the event or other site.
- Technology (e.g. social media messages, display screens, website) is used to encourage patrons to stay home if they are experiencing symptoms of COVID-19.
- Signage for passive screening is posted at all entries for all employees, exhibitors, and patrons prior to entry.
- Those who are sick or have any COVID-19 symptom are advised to put on a mask or face covering, go home immediately and self-isolate, and make arrangements for testing.
- Employees/exhibitors are advised to contact Anne Warren by email (anne@theweddingring.ca) to report symptoms of illness or the need to self-isolate.
- There is a plan/procedure/protocol that specifically addresses how to safely care for persons who develop COVID-19 related symptoms or who need care (e.g. injury, illness, emotional upset) while at the event, workplace, or other site. See Venue Safety Plan
- A space has been identified where persons can be isolated from others if they develop symptoms or have been exposed to COVID-19, until they can go home safely in a private vehicle and/or undergo medical assessment. See Venue Safety Plan

FOR CONTRACT TRACING PURPOSES

- Event/gathering patrons have confirmed their attendance through a registration or RSVP process, which includes their name and contact information.
- An employee has been assigned to record the names and contact information of exhibitors prior to entry or upon entry.

- Employees and exhibitors are encouraged to maintain distance
- Event entry or appointment times are staggered: Patrons have been assigned an admission or appointment time during registration or by other means.
- Signage is posted throughout reminding patrons, employees, and exhibitors to maintain physical distance of 6 metres.
- For events/gatherings, separate entrances and exits have been identified and are clearly marked; only entry/exit is permitted through these.
- Employees have been assigned to control the flow of traffic.

CLEANING AND DISINFECTING

- The venue has enhanced protocols in place for cleaning.
- Additionally, venue employees have been assigned to disinfect equipment and high-touch surfaces at least twice a day (e.g. handrails, cash registers, service counter, tables and chairs, door accessibility buttons, door handles, doorknobs, light switches, washroom faucet, toilet flush handles).
- Commonly touched surfaces and common areas that need to be cleaned and disinfected more than twice a day have been identified.
- Chairs, tables, and furniture are made of material that are non-porous, easy to clean and disinfect.
- Employees have been assigned to clean and disinfect shared equipment between users (e.g. card payment machines).
- Cleaning supplies are available for employees, and patrons to clean and disinfect
- Employees are trained to follow manufacturer's instructions regarding steps for cleaning and disinfecting, dilution, application, and contact time
- Disinfectants are virucidal and Health Canada accepted with 8 digits DIN (Drug Identification Number)
- Patrons are advised to limit or avoid touching merchandise and/or displays.
- When offered, programming/activities have been modified to provide a touchless experience (i.e. observation only).
- Non-essential shared equipment (e.g. vending machines, water fountains) has been removed or marked as off-limits to prevent use by patrons.
- Equipment and/or furniture that are hard to clean are removed from usage.
- Equipment has been replaced by no-touch equipment (e.g. no-touch waste containers and towel dispensers).
- Signage is posted in multiple locations to remind employees, or patrons to clean regularly touched items, or wipe equipment before and after use.
- A cleaning schedule for employees has been developed.

HAND HYGIENE, MASK USE, AND OTHER PERSONAL PREVENTATIVE PRACTICES

- The venue has provided portable handwashing stations (sink with water, soap, and paper towel; or alcohol-based hand sanitizer with 60% to 90% alcohol content) are provided and easy to access:
 - At all entrances.
 - At other prominent places (e.g. where food or beverages are served and areas where persons are in contact with objects and surfaces others may have touched).
- Signage to remind employees, exhibitors, and patrons about hand hygiene is posted at entrances and other locations.
- All employees, exhibitors, and patrons **MUST** wear a mask at all times unless eating or drinking.
- Signage about the mask (face covering) requirement is posted at all entrances to indoor spaces
- Employees are placed at prominent locations to encourage patrons to follow good hand hygiene practices, to use a face mask and follow other preventive practices, where appropriate (e.g. entrances and washrooms).
- Technology (e.g. social media messages, display screens, website) is used to share messages with patrons on personal preventive practices (handwashing, use proper cough and sneeze etiquette and avoid touching eyes, nose, or mouth).
- Exhibitors are encouraged to offer hand sanitizer on their booths.

PROOF OF VACCINATION OR MEDICAL EXEMPTION

- The venue will be responsible for checking proof of vaccination of all patrons
- Employees and Exhibitors are not required to show proof of vaccination though they are encouraged to be vaccinated.
- The Wedding Ring team voluntarily confirms that each member present at the show is fully vaccinated

INDOOR AIR QUALITY

- The venue will ensure that indoor ventilation systems have been checked and are operating properly. The HVAC systems have been adjusted to increase air exchanges. If weather permits, windows are kept open.