

## 5102A – BCC COVID 19 OPERATIONAL PROCEDURE – GENERAL MANAGER

### 5102A.1 Procedure Purpose:

The General Manager, Barrie Curling Club (BCC) shall oversee and contribute to the operation and cleanliness of the BCC in light of the ongoing COVID 19 Pandemic in order that:

- Its members, staff, customers, contractors, suppliers and such other attendees are, to the greatest extent possible, kept safe;
- BCC be in full compliance with the rules and regulations of Federal, Provincial and Municipal authorities;
- BCC Board of Directors be fully apprised of any shortcoming related to the aforementioned;
- BCC Board of Directors be fully apprised of any emerging laws, regulations or advice with respect to the Pandemic; and
- Any instructions, Policies and Procedures enacted by the Board of Directors are fully implemented.

### 5102A.2 Procedure Authorities:

*Policy Reference:* 4102 – BCC Controlling Infectious or Contagious Contaminants Safety Policy Sep2020

*Related References:* 5102B – BCC COVID 19 Operational Procedure - Members' Covenant

5102C – BCC COVID 19 Operational Procedure – Cleaner

5102D - BCC COVID 19 Operational Procedure – Ice Technician

5102E - BCC COVID Operational Procedure – Catering and Bar

*Procedure Authority:* Director Health and Safety

*Procedure Application:* BCC General Manager

### 5102A.3 Special Requirements:

BCC General Manager, shall maintain contact with the Simcoe Muskoka District Health Unit and CurlION to maintain an up to date understanding of ongoing requirements and shall maintain evidence of day to day compliance with all relevant policies and procedures extant from time to time. The General Manager shall be fully cognizant of the contents of the CurlION COVID-19 Re-opening Kit dated 11 August 2020 as it may be updated or amended from time to time.

### 5102A.4 Process:

The General Manager shall:

- Communicate with all staff (Ice Tech, Caterers, Bar and Cleaners) to ensure their full understanding and monitor their compliance with same;
- Ensure the posting and display of such signage as may be supplied by CurlION;
- At all times, be fully apprised of all extant rules, regulations, laws and guidelines relevant to the operation of the BCC. In particular, the General Manager shall be fully conversant with the contents of the WSPS Pandemic Playbook;
- Maintain objective evidence of compliance of all staff by:
  - Requiring the completion of check lists on a daily basis attesting to the completion of relevant tasks; and
  - Maintaining records of same (checklists) for a period of not less than 3 months;
- Be proactive in contributing to the compliance by all members in:
  - Execution of and compliance with the CurlOn COVID 19 Waiver (BCC Form 6102A) and Statement of Compliance (BCC Form 6102B); and
  - Fulfilling the terms of the members' covenant;

- Ensure the maintenance of a store of preventative materials sufficient for a period of 3 months including, but not limited to:
  - Masks;
  - Gloves;
  - Disinfectant liquid;
  - Paper towels; and
  - Disinfectant wipes.
- Maintain the attendance database provided by CurlON; and
- Be the point of contact for all members reporting exposure and immediately:
  - Ensure local authorities are apprised; and
  - Notify the BCC Board of Directors.

### 5102A.5 Procedure Dates:

Procedure Authority Approval Date: Sep 2020

Procedure Review Date: Annual