

**Template - COVID-19 Rental Addendum**

On June 12, 2020 the Alberta Government announced phase 2 of their relaunch plan which allowed community halls to re-open and offer approved programs and services provided that they have a Relaunch Plan in place. This document is in addition to the rental agreement and is intended to provide our user groups with further expectations about <*Name of Organization's>* rental protocols as a result of COVID-19.  Renters are asked to read and comply with the following.

***<NAME OF ORGANIZATION>* PROTOCOLS**

 **The <*Name of Organization>* is responsible to:**

1. Provide user groups with a copy of our <*Organization’s Relaunch Plan – Enter Link>*  and ensure all user groups organize their activities to ensure they are complying with the requirements of this plan, AHS guidelines, as well as Federal and Municipal laws relevant to their activity.
2. Collaboratively work with *<renter group>* to ensure the appropriate safety protocols are in place and to help ensure the group follows their COVID-19 safety plan/checklist.
3. Ensure all user groups have provided required documents including proof of comprehensive liability insurance (**CANNOT** have a communicable disease exception), rental agreement, COVID-19 safety plan/checklist and signed the rental addendum prior to permitting use of the amenity for the organized activity.

***<RENTER GROUP>* REQUIREMENTS**

**The renters are responsible to:**

1. The Renter agrees to utilize the room rental for the purpose of (*insert event/activity here*) only.
2. Provide a COVID-19 safety plan (the expectations of the renter’s plan should be reasonable to the activity) or attached safety checklist, and collaboratively work with <*Name of Organization's>* to modify plan as needed and to implement the plan.
3. Renters are responsible to ensure that all participants are aware and are complying to the user group’s COVID-19 Safety Plan/Checklist, COVID-19 Addendum and all < *Name of Organization’s>* Rental Agreement Policies and Procedures.
4. The Renter agrees to keep a visitor log in accordance with Alberta Health Services (AHS) recommendations for contact tracing purposes and agrees to screen all guests for COVID-19 symptoms. Any guest that does not pass the screening requirements as prescribed by AHS are not permitted in the building.
5. The Renter is responsible for communicating these requirements to all guests.

***<RENTER GROUP>* CONTACT INFORMATION & SIGNATURES**

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| I have read, understand and agree to this Addendum to Facility Use Rental Agreement. | *Initials:*  |
| I have reviewed the Organization’s COVID-19 Relaunch Plan. | *Initials:* |
| I have submitted documentation on the safety protocols my organization will be taking. | *Initials:* |
| I have provided the COVID-19 Safety Plan/Checlist for our activity to all participants/event attendees. | *Initials:* |

Print name renter group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cellular Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name of event monitor (*if applicable*): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cellular Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**AUTHORIZED SIGNATURE of *<NAME OF ORGANIZATION>* REPRESENTATIVE**

Print Name & Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Activity User Group COVID-19 SAFETY PLAN CHECKLIST**

This tool can be used to guide groups who are renting community space through the process of creating a COVID-19 Safety Plan. There is no standard document for your COVID-19 Safety Plan – you may use this document, or another document that meets your needs, to develop your plan.

Your planbut will be reviewed and will form an essential component of your rental agreement/contract.

It is the responsibility of your group to ensure your plan is followed by all members of your group.

# Step 1: Review the Community Association’s COVID-19 Safety Plan

[ ] We have received and reviewed the Community Association’s COVID-19 Safety Plan specific to the facility/space we are requesting to use and aligned our COVID-19 Safety Plan with this Plan.

[ ] We confirm that our group will not exceed 50 individuals *<if your venue size cannot accommodate 50 people with the physical distancing requirements of 2m apart, list here the capacity for your specific venue here>* for social gatherings including wedding and funeral receptions and birthday parties.

[ ] We confirm that our group will not exceed 100 individuals < *if your venue size cannot accommodate 100 with the physical distancing requirements of 2m apart, list here the capacity for your specific venue here>*  for indoor seated/audience events, including wedding ceremonies, funeral services, movie theatres, indoor arts and culture performances and other indoor spectator events where people remain seated

# Step 2: Assess the risks at your activity

Identify areas where there may be risks, either through close physical proximity or through contaminated surfaces. The closer together individuals are and the longer they are close to each other, the greater the risk.

[ ] We have identified areas where people will gather.

[ ] We have identified the equipment and /or objects that may be shared by individuals.

[ ] We have identified surfaces that people touch often.

# Step 3: Implement protocols to reduce the risks

[ ] We have reviewed the Alberta Government’s [Guidance for Indoor Events](https://www.alberta.ca/assets/documents/covid-19-relaunch-guidance-indoor-events.pdf) *<or insert relevant AB Government guidance document for the renter’s activity e.g, preschool guidance document>.* Please request a printed copy if you do not have access to the internet.

[ ] We will implement measures to keep participants and others at least 2 metres apart, wherever possible.

[ ] We have communicated to our participants the occupancy limits for common areas we are using such as lobbies, meeting rooms, change rooms, washrooms.

**Measures in place**

List your control measures for maintaining physical distance in your activity environment. List the rules and guidelines that everyone is required to follow in order to remain two metres apart. This should include movement from the parking lot or arrival area to the rented area and back. Include a description of how the 2 metre distance between participants will be maintained and how congested areas will be managed to reduce gathering and lingering.

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[ ] We have clearly communicated these rules and guidelines to our attendees in multiple ways (i.e. a combination of digital messaging, onsite facility orientation and signage).

**Using masks:**

[ ] We confirm that attendees will be required to wear masks.

[ ] We have informed participant that they must wear masks indoors as per the [**City of Calgary's Face Coverings Bylaws**](https://www.calgary.ca/csps/cema/covid19/safety/covid-19-city-of-calgary-mask-bylaw.html)

[ ] We understand the limitations of masks to protect the wearer from respiratory droplets.

**Reduce the risk of surface transmission through effective cleaning and hygiene practices:**

[ ] We have communicated good hand hygiene practices to participants, volunteers, etc.

[ ] We agree to wipe down and disinfect hard-surfaced items (e.g. – tables and chairs)

**Cleaning Protocols:**

Provide information about your cleaning plan. Specify who is responsible for cleaning, and what the cleaning protocols will include (e.g., which surfaces, equipment, objects, etc).

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# Step 4: Develop protocols around participation

[ ] We agree to ensure that participants and others showing symptoms of COVID-19 are prohibited from participating in activities.

* + Anyone who has had symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
	+ Anyone directed by Public Health to self-isolate.
	+ Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must
	+ self-isolate for 14 days and monitor for symptoms.

[ ] We agree that if a participant starts to feel ill while participating, we will take the following measures:

* + Instruct the participant to go straight home and call 811 for further guidance related to testing and self-isolation.
	+ If the participant becomes severely ill (e.g., difficulty breathing, chest pain), call 911. Clean and disinfect any surfaces that the ill participant has come into contact with.

# Step 5: Develop communication plans

[ ] You must ensure that everyone participating in the activity knows how to keep themselves safe while participating:

[ ] We have created and communicated to participants and support volunteers our safe activity plan that adheres to physical distancing, and have confirmed that they agree to participate in our activity as outlined.

[ ] We have communicated that participants not observing the new safe activity plan will not be permitted to

participate.

[ ] All participants have received the policies for staying home when sick.

# Step 6: Monitor and update your plans as necessary

Things may change as your activity gets underway. If you identify a new area of concern, or if it seems like something isn’t working, take steps to update your policies and procedures.

[ ] We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.

[ ] Individuals know who to go to with health and safety concerns.

# Step 8: Provide the CA with a copy of your COVID-19 Safety Plan or a signed copy of this checklist.

[ ] We understand that before we will be permitted to participate in our activity our safety plan or signed checklist must be submitted to the facility.

[ ] We understand that failure to adhere to the safety plan could result in closure of our event.

***<RENTER GROUP>* CONTACT INFORMATION & SIGNATURES**

Print name renter group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cellular Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_