

City of Kawartha Lakes Hall Use Protocols Effective: October 25, 2021

As part of the Hall Use Protocols each user must appoint one COVID-19 Representative for each rental.

COVID-19 Representative Responsibilities

This person is responsible for the following tasks:

- Maintain a log of all people who enter the facility, including name, contact information, date and time (includes all participants, assistants, volunteers) to facilitate contact tracing. Health Unit staff may request the list up to 30 days after the booking.
- Perform active screening of participants/people entering facility prior to or upon entry. Record the answers to the screening questions and based on the responses allow people to enter the facility. Retain the response log for one month. Please refer to the provincial screening tool: <https://covid-19.ontario.ca/screening/customer/>
- Ensure applicable patrons entering the facility meet proof of vaccination requirements as outlined in the [City of Kawartha Lakes Proof of Vaccination Protocols](#).
- Ensure all participants utilize the designated entrance/exit.
- Ensure each person is wearing a mask when required.
- Ensure attendees are sitting at assigned tables.
- Ensure attendees are seated to eat or drink.
- Ensure the user group is following the submitted [COVID-19 Safety Plan](#).