

Mahone Bay Centre
Post Covid-19 Re-Opening Operation Plan (Plan)

Introduction & Summary

This Plan is in 2 principal parts: Part I is background, showing our analysis and considerations; Part II is the Plan proper. Part II is what MBC will use for day-to-day operations and will make available to third parties. If there are questions about points of detail in Part II they may be clarified by reference to Part I.

In the context of Covid-19 the Centre has a duty of care to our employees and their families, volunteers and their families, tenants and third parties, and the communities who use the Centre. The duty of care requires that we consider, thoroughly, systematically and in detail, all of our building, facilities and business operations while asking the question: "What must we do to minimize Covid-19 contagion and spread." We must be able to demonstrate exactly how we have gone about fulfilling our duty of care and how we have arrived at the Centre's operating plan for re-opening as the province-wide lockdown is brought to an end. More specifically: having regard to our physical plant and operations, what have we considered and what measures are we taking as a result? This is shown in the table at section 5.8.

The chart is painstaking and repetitive. It is essential background work for preparation of the Plan. The Plan has to be clear, simple, comprehensive, workable and effective.

The Mahone Bay Centre Society owns and operates a large multi-purpose community space that has some real bottlenecks. Usage is sometimes extensive and intense and sometimes light, spread out and sparse.

Our operations are diverse, complex and heavily dependent on a very small staff, third parties and volunteers.

The essential precautionary / preventive measures required or promoted by Public Health Authorities can be summarized as:

- Physical Distancing
- Maximum gathering limits
- Institutional sanitizing
- Personal hygiene

The Operational Plan, below, implements these measures. It identifies which measures will apply in the context of various spaces in the Centre. The most important measure is the maintenance of the physical distance standard of 2 meters or 6 feet. The Plan calls on a space-by-space basis for:

- re-opening in phases
- requiring hand sanitizing as a precondition to entry
- establishing traffic flow patterns
- setting maximum room occupancy levels consistent with the physical distance requirement
- regular cleaning and sanitizing
- posting signs directions and information.

The Plan also establishes new rules to be followed by tenants and short-term renters. These are attached as Schedules A and B.

Some important work remains to be done before the Centre can begin phased opening. Most important are the following:

- Materials and supplies required to implement the operational plan remain to be identified, quantified, priced and procured.
- A communications plan must be developed to accompany the operational plan.
- The Board must determine the dates on which the first and second phases will begin.

PART I

1. Decision-Makers & Decision Making

- 1.1 Board to establish Operating Plan for Re-Opening the Centre.
- 1.2 The Board delegated responsibility for recommending the Plan to a working group comprising Lynn Hennigar, Laura Wentzell, Jason Martell, Julie Power and Veryan Haysom.
- 1.3 The Working Group recommends this plan for adoption by the Board as the MBC Society's Operating Plan for Re-Opening the Centre.
- 1.4 Board must establish who is /are responsible for implementing the Plan and Monitoring its implementation. Lynn Hennigar has volunteered to fulfill this function.

2 Current Situation

- 2.1 It is generally understood that the Centre is closed.
- 2.2 The Centre is closed to the public, has kept its office open, and has always been technically open to tenants; however, no tenant is open for business.
- 2.3 Tenants have to decide for themselves whether they have to close or may re-open and whether they can meet the Province's physical distancing requirements. Tenants have their own keys to the Main Entrance to the building. They will receive fobs to replace the keys when automated locking and opening of the Main Entrance is operational.
- 2.4 The MBC office has remained 'open' throughout but with all doors locked. Kelly Bent has been catching up on office work, tidying, clearing and carrying out all necessary cleaning. Interior repairs and maintenance have also been ongoing.
- 2.5 The Province appears to have allowed businesses and organizations to re-open as of June 5th. Pressure will build fast for the Centre to "re-open" and the time for decisions and preparation will be short.

3. Phased Re-opening

- 3.1 Re-opening will be determined by and subject to Provincial rules and guidelines. The Province's approach to re-opening requires that physical distancing of 2 meters must be maintained. Where physical distancing cannot be maintained the maximum number of people who may assemble, indoors and out, is now 10.
- 3.2 While the province may allow a business, service or activity, the Centre or tenants may not be ready or willing to undertake the permitted activity immediately.
- 3.3 The Centre will use a phased or staged approach to re-opening as was suggested at the May 25 Board meeting.
- 3.4 The 3 Phases *en route* to full re-opening are identified as follows:

Phase 1 (Spring)

- Notice of Phase 1 re-opening will be given. Tentatively starts June 5 or as soon after that as the Centre is ready to open.

Phase 2 (Summer)

- Starts when the Centre begins to run its own programs or decides to permit /accept short-term rentals or events operated with partners or by third parties. Notice of the start of Phase 2 will be given. The tentative date for this is July 1.

Phase 3 (Fall)

- Starts when Schools open or Centre Fit is fully open to members without need of appointment whichever is first. Notice will be given. Tentative date is September.
- Ends when all social distancing requirements are ended.

- 3.5 The Approach to physical distancing in the Centre is dictated by the bottlenecks in the building. Bottlenecks are those places that cannot be used/occupied by any more than one person without breaching the physical distancing requirements. These occur at entryways, stairways, hallways, corridors, and washrooms, all of which are common

areas. There are also some small rooms.

4. Analysis

Public Health Requirements

- 4.1 These are changing and evolving. They have done so twice since Monday May 25. The Planning process and the Operational Plan must be flexible and evolve with changing public health rules.
- 4.2 Evolutions in Public Health Requirements are not immediately and readily accessible. They are published in verbal briefings carried out by the Premier and Chief Medical Officer of Health at 3:00 p.m. daily.
- 4.3 Information sources relied on for the Province's Public Health Requirements are:
 - The Nova Scotia Health Protection Act Order (the Order) <https://novascotia.ca/coronavirus/docs/health-protection-act-order-by-the-medical-officer-of-health.pdf>
 - The document titled "Covid -19: What it means for Nova Scotians" <https://novascotia.ca/coronavirus/what-it-means-for-nova-scotians/>
 - The document titled "Covid – 19; Staying Healthy" [https://novascotia.ca/coronavirus/staying-healthy/ - social-distancing](https://novascotia.ca/coronavirus/staying-healthy/-social-distancing)
 - The document titled "Preparing to Re-Open Nova Scotia" <https://novascotia.ca/reopening-nova-scotia/>
- 4.4 The Order was most recently amended and updated on May 29.
- 4.5 Nova Scotia's fundamental Public Health Requirements may be summarized for our purposes, as follows:
 - People must maintain physical distancing of two meters or six feet and keep gatherings to a maximum of 10 persons indoors and outdoors.
 - Not-for-profit organizations may operate but must implement physical distancing of 2 metres in workplaces.
 - An organization that cannot, due to its physical size, maintain the physical distancing requirement must limit the number of customers or clients on its premises to no more than 10 persons at a time.
 - The person limit rule does not apply to organizations who can regularly maintain physical distancing requirements

4.6 In addition to the physical distancing and maximum gathering rules, Provincial public information and guidelines speak of “Social Distancing”, which calls on people to:

- stay home in a bubble and limit contact with other people by joining bubbles with one other household
- make informed choices about interactions with others considering age, occupation, and health conditions,
- not to share food and drinks,
- keep social circles small, and
- socialize outdoors.

4.7 Other key elements of the Provincial guidelines are:

- Properly wash and sanitize hands often (hygiene).
- Cough and sneeze etiquette (hygiene)
- Wear a non-medical mask.
- Cleaning and disinfecting.
- Requiring returning travelers to self-isolate.
- Self-monitoring for symptoms.

4.8 Based on our understanding of the rules in the specific situation (physical plant and nature of operations) the Centre taken as a whole can re-open and operate as long as we can regularly maintain the physical distancing requirement. However, each room, office or space within the building has to be separately assessed having regard to the physical size and the maximum limit for gatherings.

4.9 We conclude that the Centre must

- Have a plan to regularly maintain distancing requirements, i.e., methodically establish a system of rules that will, when implemented and followed, ordinarily keep people in the Centre at least 6 feet apart.
- Limit numbers particularly where physical distancing is not a spatial option.
- Require hand sanitizing before entering the building and facilitate hand washing and hygiene.
- Accept responsibility to clean and disinfect.
- Meet its workplace health and safety responsibilities toward employees.
- Establish clear guidelines for tenants and occasional renters.

- Communicate our Operational Plan clearly and effectively.

5. Risks and Solutions

- 5.1 The Objective of the Plan is to reduce risks of viral contamination and spread by making the Centre as safe and healthy as reasonably possible in accordance with legal requirements.
- 5.2 Generally the Centre is dynamic, multi-purpose and open to the community with many large spaces but also some small and constricted spaces. Physical distancing is difficult in the small and constricted spaces.
- 5.3 Legal requirements will govern. If there is conflict or inconsistency between laws and the Plan with respect to a matter, (i.e., if the law requires a higher or better standard on a matter than the plan), the law must be followed on that point.
- 5.4 Risk Assessment (generally, for purposes of the Plan) is approached from the point of view of space and physical distancing.
- 5.5 Measures and Solutions, when approached from a spatial and distancing point of view generally consist of (1) distancing, (2) barriers (3) managing traffic flows (4) institutional cleaning and sanitizing (5) screening, (6) personal hygiene and (7) effective communication/messaging. The assessment of risk and corresponding measures must be detailed and thorough if not exhaustive but must achieve solutions that are easy to understand and carry out, and effective.
- 5.6 Managing pedestrian traffic flow can achieve physical distancing in confined passages and hallways. The Centre has numerous entries, passages, hallways, corridors and stairways. Many are generously wide, some narrow. Table 5.7 is a pedestrian traffic flow option that has been considered. It is not fully adopted in the Table Outlining Risks and Solutions (Table 5.8) but aspects are implemented in the Plan. Under the option the sole entry to the building would be the Main Entry and Lobby. Exits from the building would go through the Fairmont Street Entrance, the Abriel Room Entrance or old Main Entry, not the Main Entrance. Passageways and stairs would be primarily one way. Compliance and particularly monitoring of the one-way cycling present challenges.

5.7 Table Outlining Flow Control Option

Destination	Enter	Travel Route	Exit
00 level	Main Entrance	Turn right, go downstairs	Abriel Room
200 level	Main Entrance	Turn right, go up first flight of stairs	Old Main Entrance
MBC Office	Main Entrance	Turn right, go right upstairs to office, leave through Junior high side door	Fairmont Entrance
400 level	Main Entrance	Turn right upstairs, then left and up the narrow back stairs to 400 level. Leave down the wide main stairs and out the Old Main Entrance.	Old Main Entrance
Bluenose Coastal	Main	To go up – use the narrow back stairs to 400 level; to leave go down the wide stairs opposite and out the Old Side Entrance.	Old Side Entrance
100 level	Main Entrance	Turn left, go downstairs	Fairmont Entrance
300 level	Main Entrance	Turn left, go upstairs,	Fairmont Entrance

5.8 Table Outlining Risks and Possible Solutions

#	Physical Location	Considerations	Possible Solutions / Measures
	Common Areas	Places that all tenants, occasional renters and the public have access to	Preventing/Limiting access or use Creating safe traffic flows Maintaining physical distances Remove tables & chairs that restrict passageways Personal hygiene Cleaning/ sanitizing
1	All Entrances	<ul style="list-style-type: none"> Manual opening Handles = high use/risk so require frequent good cleaning Polite people holding doors for 	Phased Use for entrances except Main Entrance. Integrate options in Table 5.7 where realistic. Place for comprehensive outdoor messaging <u>prior to Entry</u> : <ul style="list-style-type: none"> Screening Message – No entry for those with

		<p>others</p> <ul style="list-style-type: none"> • Physical distancing difficult as entryways are bottlenecks • Centre has a lot of entryways 	<p>symptoms / recent arrivals</p> <ul style="list-style-type: none"> • Right of Entry Reserved – Non Compliance will result in request to leave or eviction • Maintain Distancing • Wash/Sanitize Hands • Cough / sneeze into elbow • Follow signs and markings • Do not hold door for others unless you can use the door as a barrier/ screen <p>Maintain outdoor posters with key messages. Frequent, thorough cleaning - particularly of handles, buttons and surrounds Locus for hand sanitizing stations</p>
1.1	Main Entrance	<ul style="list-style-type: none"> • Double entry (2 doors) • Heavy usage • Leads to Lobby (See #2) 	<p>Open during all Phases Only Entry during Phase 1. Also an exit.</p> <ul style="list-style-type: none"> • Full use as main entry and exit –. • Principal place for <u>exterior</u> messaging. • Keep internal doors permanently open when not cold to minimize touching of handles <p>Hand sanitizing station. Everyone entering the building must sanitize their hands. Physical distance markers. Routing information & arrows. Comprehensive messaging. See #1.</p>
1.2	Fairmont Entrance	<ul style="list-style-type: none"> • Enters to a small entryway/landing • Steps up & down • Circumvents Lobby Information & Hand Sanitizing Station (See #2) • Primary entrance for School 	<p>Consult School, Centre Fit & Tenants about Third phase</p> <p>First Phase:</p> <ul style="list-style-type: none"> • Closed except as fire exit. <p>Second Phase:</p> <ul style="list-style-type: none"> • Hand sanitizing compulsory on entry. • Only one person at a time in entryway or on landing.

		<ul style="list-style-type: none"> • Primary entrance for Centre Fit 	<ul style="list-style-type: none"> • No passing others on stairs. <p>Third Phase:</p> <ul style="list-style-type: none"> • Normal use • Hand sanitizing available at entry. <p>See #1.</p>
1.3	Abriel Entrance	<ul style="list-style-type: none"> • Electrically operated opening available • Enters to a small, congested landing (coat closet, bathroom, ramp and stairs) • Circumvents Lobby Information & Hand Sanitizing Station (See #2) • Key Use by Food Bank & Rural Riches • Accessible entry for Amos Art Room 	<p>Consult Food Bank & Rural Riches Consult Sally Warren re: Art Room access</p> <p>First Phase:</p> <ul style="list-style-type: none"> • Locked except for Food Bank & Rural Riches. • Current Food Bank 'curb' delivery continues. • Rural Riches weekly use continues <p>Second Phase</p> <ul style="list-style-type: none"> • Locked • Open for Food Bank & Rural Riches • Open when required for Art Room access • Open for permitted event rentals • Hand sanitizing compulsory on entry. • One person at a time in entryway. <p>Third Phase</p> <ul style="list-style-type: none"> • Normal Use • Hand sanitizing available at entry. <p>See #1.</p>
1.4	Gym Outside Entry	<ul style="list-style-type: none"> • Light usage • Essential accessible entry • Occasional loading bay • Circumvents Lobby Information & Hand Sanitizing Station (See #2) 	<p>All Phases</p> <ul style="list-style-type: none"> • Locked. • Fire exit only. • Wheelchair entry to 100 level by appointment with Office. • Hand sanitizing compulsory on entry – supplied by MBC.
1.5	Old Front Entry	<p>Mostly a fire exit Special event entry</p>	<p>All Phases</p> <ul style="list-style-type: none"> • Closed except as fire exit.

		Large entryway	<ul style="list-style-type: none"> Exit for 200 and 400 levels. Third Phase <ul style="list-style-type: none"> Entry for special events (large gatherings when / if permitted during this phase.) Hand sanitizing available on entry. Supplied by MBC See #1.
1.6	Old Side Entry	Mostly a fire exit Special event entry Large entryway Most use was by Independent School	All Phases <ul style="list-style-type: none"> Fire Exit Coastal Action Exit. Third Phase <ul style="list-style-type: none"> See # 1.5 Coastal Action entry.
2	Main Lobby	Central Cross Roads for the whole building Frequent and heavy use Relatively spacious Narrow Stair exits Informal gathering place Key spot for messaging.	Open for phases 1, 2 and 3 <ul style="list-style-type: none"> Hand hygiene station(s) Hand hygiene compulsory before proceeding to rest of building Repeat key entry messages. See #1 Physical Distancing Markers Traffic Flow information & arrows as needed. Regular (twice per day) surface cleaning/sanitizing
3	Hall / Passageways	Relatively wide/spacious except for the following narrow passages: <ul style="list-style-type: none"> entries to MBC Office. See # 11 Passage from Lobby to 200 level first entry to kitchen corridor between Pottery and Abriel Room corridor between Food Bank Storage and Lions Storage and 	Phase 1 <ul style="list-style-type: none"> Entry to Kitchen through entrance nearest Lobby See # 6 No entry to Office from new wing – exit only. See # 11 Corridor to Abriel Room Closed except for Food Bank, Rural Riches, & MBC officers, staff & contractors accessing utility rooms. Only one person in a narrow passage at a time.

		Electrical Room. Physical distancing difficult in narrow passages.	Phases 2 & 3 <ul style="list-style-type: none"> No passing others in narrow passages.. All Phases <ul style="list-style-type: none"> Maintain Physical Distancing in wide halls. Posters Distance markings on floors
4	Stairways	Main Stairway between 200 and 400 levels (in Old Building opposite Hennigar Room) is wide but has a narrow door at the top. Some stairways are quite narrow. Physical distancing is not possible on any stairway when passing others.	Phase 1 & 2 <ul style="list-style-type: none"> Stairs to and from MBC Office remain open. See # 11. Back stairs to 400 level up only Front or main stairs between 200 & 400 levels in old building down only. Stairs from 400 to Old Side entrance may be used as an exit way by Coastal Action. Only Lobby Stairs to 300 level to be used in new building-up and down All other stairs closed No passing others on stairs. To be sign-posted. Phase 3 <ul style="list-style-type: none"> All stairs open All Phases <ul style="list-style-type: none"> Maintain Physical Distancing (i.e., no passing on stairs) Wash/sanitize handrails regularly
5	Washrooms	Numerous surfaces and doors requiring regular washing and sanitizing Small spaces make distancing difficult.	Limit access Maintain distancing Request all users to sanitize surfaces after use MBC to wash/sanitize all surfaces & handles regularly
5.1	200 Level	Intended for multi occupant use	Open during Phases 1, 2 & 3

	Washrooms	Tight spaces Social Distancing not possible for more than 1 user at a time	<ul style="list-style-type: none"> • Enter and use one at a time. • Keep entry doors open • Call for clearance before entering • Maintain distance from people exiting • Distances marked on floor • Hand washing • Posters
5.2	100 Level Washroom	Double entry (2 doors) Relatively spacious Intended for multi person use Social Distancing limits tight but possible	<p>Consult School & Centre Fit about Phase 3 Closed during Phase 1 & 2 Phase 3</p> <ul style="list-style-type: none"> • Both entry doors open at all times • Maintain distances • Distance markings on floors • Hand washing • Posters
5.3	Abriel Room Washroom	Confined space around entry. Designed for single occupant use Physical Distances difficult around doorway	<p>First Phase:</p> <ul style="list-style-type: none"> • Locked except for Food Bank & Rural Riches. <p>Second Phase</p> <ul style="list-style-type: none"> • Locked • Open for Food Bank & Rural Riches • Open for permitted event rentals <p>Third Phase</p> <ul style="list-style-type: none"> • Normal Use <p>All Phases</p> <ul style="list-style-type: none"> • Physical distance posters • Maintain Distancing Around Door • Distance Markings on Floor • Hand Washing and Posters
6	Kitchen	Quite Spacious Physical Distancing is possible Multiple Surfaces to clean / disinfect	<p>Phase 1</p> <ul style="list-style-type: none"> • Open only for tenants & MBC staff and officers • Only Coffee station counter/facilities in use

			<p>Phase 2</p> <ul style="list-style-type: none"> • Open for tenants & MBC staff and officers • Subject to maximum gathering number • Control by scheduling assigned usage times • Physical distancing (Small round tables properly spaced with one chair each, Counter seating for 3, Amos table seating for 3 on zigzag. Remove all surplus tables and chairs.) • Only Coffee station counter/facilities in use <p>Phase 3</p> <ul style="list-style-type: none"> • Open to public use <p>All Phases</p> <ul style="list-style-type: none"> • Subject to gathering maximum • Travel flow – Enter via door nearest Lobby; Exit via door opposite Hennigar Room • No passing others in narrow corridor • Maintain physical distance at cross-over points • Maintain physical distance in room • Distance and flow markings on floor • Users to wash items & disinfect areas/surfaces that they use • Posters • Regular cleaning and disinfecting by MBC
7	Abriel Room Kitchen	Confined space, distancing possible	<p>Phase 1</p> <ul style="list-style-type: none"> • Closed <p>Phase 2</p> <ul style="list-style-type: none"> • Closed except for rental events • Room subject to maximum gathering number • Physical distancing – only one person in kitchen at a time. • Rear service and wash bay closed.

			<p>Phase 3</p> <ul style="list-style-type: none"> • Open <p>All Phases</p> <ul style="list-style-type: none"> • Physical distance poster • Hand washing poster • Distance marker on floor • Regular cleaning of all surfaces • Physical distancing – only one person in kitchen at a time. <p>Renter responsible for implementing distancing, occupancy maximum and cleaning/sanitizing surfaces.</p>
9	Outdoors / Parking		Monitor need for queuing and distance markers and address if required
10	MBC Specific Spaces	MBC use for operations	<p>Not available for rental</p> <p>Office used by public to do business with the Centre</p>
11	<u>The Office</u>	<p>Employee Health & Safety is paramount</p> <p>High traffic area</p> <p>Small space</p> <p>Constricted entries</p> <p>Multiple surfaces</p>	<p>Requires consultation with staff</p> <p>Staff to self monitor for Covid-19 symptoms</p> <p>Staff to be provided with symptom list</p> <p>Staff not to enter building if experiencing any symptom</p> <p>Staff to be provided with instructions on what to do if experiencing symptoms.</p> <p>Hand sanitizing available in office</p> <p>Staff gloves and non-surgical masks when engaged with public?</p> <p>Open All Phases</p> <p>Change Flow pattern:</p> <ul style="list-style-type: none"> • Enter from old building • Exit to new wing • Entry door open at all times staff are in • Exit door closed at all times.

			Occupancy limited to 3 (4 in Belly's discretion) Social distance & traffic markings on floor Plexiglas / Plastic Barriers between staff and visitors
12	Centre Fit	Specialized Separate Plan	Subject to GNS / Sectorial industry guidelines Comply with MBC Operational Plan re entries, distancing in passageways etc.
13	Closets / Storage / Utility rooms Attic	Small spaces Physical distancing not possible	To be marked as no entry. Access for MBC officers, staff contractors only. One person at a time. Masks and gloves to be worn if more than one person essential for performance of work
14	Art Room Closet	Small space Controlled by Access Art	Consult Sally Warren Authorized users only One person at a time
15	Food Bank Storage Area	Rental space, located off Abriel Room and in immediate vicinity of Lions Club storage room and Electric utility room.	To be marked as no entry. Access for Food Bank and MBC officers, staff contractors only. See # 13.
16	Table/ Chair storage in Gym	Rental Equipment	Access only by MBC or short term renters. Clean and sanitize before and after each use. Clean and wipe down cart handles. Responsibility of renter when MBC is not doing set up and take down.
17	Community/Short Rental		Covid-19 terms and conditions to be included in each rental/use of space/room. Renter to assume responsibility for monitoring and compliance with physical distancing; maximum occupancy; and sanitizing.
18	Abriel Room	Large open space Available for short term rentals Used for gatherings of people	Physical Distancing required subject to maximum limit. Chairs and tables to be washed / sanitized before and after use.

			Hand sanitizing in washroom and kitchen – one at a time. Floor marker for physical distances around washroom and kitchen.
19	Amos Community Art Studio	Relatively large open space Available for short term rentals Used as art studio for printing and art workshops	Consult Sally Warren Physical Distancing required subject to maximum limit. Chairs, tables & workstations to be washed / sanitized before and after use. Hand sanitizing at wet sink. Floor marker for distance from sink.
20	Hennigar Room	Relatively large open space Available for short term rentals Also used by MBC Used for meetings & receptions	Physical Distancing required subject to maximum limit. Chairs, tables to be set up at required distance. Chairs & tables to be washed / sanitized before and after use.
21	Dance Studio	Large open space Available for short term rentals Used for yoga, dance and exercise classes	User must be approved as an open business by GNS Physical Distancing required subject to maximum limit. Clean and wipe down handrails before and after use.
8	Feeney Library	Relatively small space.	Phase 1 <ul style="list-style-type: none"> • Closed except for short-term rental by 1 individual. Phases 2 &3 <ul style="list-style-type: none"> • Occupancy Limit - maximum gathering number • # of chairs to define maximum limit. • Physical distancing • Chairs and tables at requisite distance. • Posters / Information Regular cleaning of surfaces& door handles
22	Gymnasium	Very large open space Available for short term rentals Used for sports, and exercise	Activity must be approved by GNS Physical Distancing Maximum occupancy

23	Large Conference	Large open space Available for short term rentals Also used by MBC Used for meetings & receptions	Physical Distancing required subject to maximum limit. Chairs, tables to be set up at required distance. Number of chairs to be limited to the maximum. Chairs & tables to be washed / sanitized before and after use. Level 300 tenants may use as a waiting room by arrangement.
24	Small Conference	Small space. Physical distancing difficult Available for short term rentals Also used by MBC Used for meetings	Closed during all phases. To be used for MBC storage of surplus chairs etc. Entry restricted to MBC staff and officers.
25	Equipment / Facilities		
26	Tables & Chairs	Surfaces need cleaning These serve to anchor & define distances	Set up in accordance with physical distancing requirements Wipe/ sanitize before and after use.
27	Mugs, Plates, Glasses		
28	Audio / Visual/ IT		
29	Chair Lifts		Clean/sanitize all surfaces daily
30	Tenants	Responsible for own compliance within their premises.	Must comply with MBC Operational Plan with respect to common areas Must comply with MBC's Covid-19 tenancy rules & measures. See section 7 below
31	Alternative School	Responsible for own compliance Occupies & uses multiple indoor and outdoor Centre spaces	Consult Required to comply with MBC Operational Plan for Common Areas Coordination / integration of operational plans may be advisable or necessary.

PART II

MAHONE BAY CENTRE SOCIETY (MBC) **POST COVID-19 OPERATION PLAN (PLAN) FOR RE-OPENING THE MAHONE BAY CENTRE (CENTRE)**

MBC'S Objective is to reduce risks of viral contamination and spread by making the Centre as safe and healthy as reasonably possible.

Responsibility for managing and monitoring Implementation of the Plan is allocated primarily to the Chairman, Lynn Hennigar assisted by the MBC Executive Committee.

If any person has questions, requires clarification or has suggestions please contact Lynn Hennigar (e-mail welcome@mahonebaycentre.org or lynn.hennigar@gmail.com; phone or text 902 514-5376).

The Centre will return to full operations in **phases**. The Mahone Bay Centre will continue to monitor Government of Nova Scotia requirements and advice, and this phased approach, related timelines and applicable measures (such as distancing and gathering maximums and opening and closing of facilities) may be adjusted as required.

At all times all people are to follow Government of Nova Scotia requirements and advice particularly with respect to:

- Self screening for symptoms and self isolation as necessary
- Staying at home and seeking medical attention as necessary
- Social distancing
- Hand hygiene and face touching
- Wearing non-medical masks
- Coughing and sneezing etiquette.

Measures in effect in the Centre to prevent Covid contamination and spread are outlined by Phase and Facility. The MBC asks all users of the Centre to follow the measures. Anyone not doing so will be asked to leave.

If MBC knows that a person who has entered the Centre is known to have a Covid-19 infection or possible infection we will advise authorities, the public and tenants and may close the Centre as required.

MBC's measures also include Rules for Tenants (Schedule A) and Rules for Short Term and Occasional Renters holding classes, meetings or events (Schedule B). The Schedules are attached.

PHASED OPENING OF CENTRE

NOTE: MBC will announce and publicize the start date for each Phase

Phase	Tentative Start Date	Open	Closed
Phase 1	After June 5	<ul style="list-style-type: none"> • Main School St. Entrance • Main lobby • MBC Office by appointment • Tenants' premises • Tenants' clients / customers • Public -with MBC Office • Food bank • Rural Riches • Bathrooms on 200 level • Kitchen for MBC staff & tenants only 	<ul style="list-style-type: none"> • All Entrances other than Main Entrance • All short-term rental rooms <ul style="list-style-type: none"> ○ Abriel Room except for Food Bank and Rural Riches ○ Amos Community Art Studio ○ Dance Studio ○ Feeney Library except for one tenant ○ Hennigar Room ○ Kitchen except to MBC Staff & tenants ○ Large Conference except as a designated waiting room where permitted ○ Small Conference Room • 100 Level including <ul style="list-style-type: none"> ○ Gymnasium ○ School ○ Centre Fit ○ Bathrooms on 100 level
Phase 2	July – Date to be announced	All above, plus: <ul style="list-style-type: none"> • Fairmont entrance 	<ul style="list-style-type: none"> • Alternate School • Centre Fit unless by appointment

		<ul style="list-style-type: none"> • Centre Fit by appointment only • Short term rental rooms: <ul style="list-style-type: none"> ○ Abriel Room ○ Amos Community Art Studio ○ Dance Studio ○ Feeney Library ○ Hennigar Room ○ Large Conference Room ○ Gymnasium • Bathrooms on 100 level 	<ul style="list-style-type: none"> • Kitchen except to MBC Staff and Tenants • Small Conference Room
Phase 3	September – Date to be announced	All above, plus <ul style="list-style-type: none"> • Centre Fit • Alternate School • Kitchen • Small Conference Room 	
Normal Operations	To be announced	To be determined based on government advice, anticipating a second wave	To be determined based on government advice, anticipating a second wave

PHASE 1
After 5 June to Start of Phase 2

Opening Hours	10:00 a.m. to 3:00 p.m. MBC Office open
Access for	Tenants Tenants' clients / customers Public – By appointment with MBC Office Not open for Short-Term rental events or programs
MBC Activities	Preparing for wider re-opening <ul style="list-style-type: none">○ Setting up systems and signage○ Procurement and installation○ Communications and Messaging
Tenants	Responsible for <ul style="list-style-type: none">• own opening• meeting and escorting clients, customers and invitees• tenant social distancing and sanitizing in tenant's premises• respecting gathering limits in tenant's premises• informing employees and clients about applicable MBC Measures outlined below• advising MBC if an employee or client who has entered the Centre is known to have a Covid-19 infection or possible infection
MBC	<i>Will advise authorities, the public and tenants if a person who has entered the Centre is known to have a Covid-19 infection or possible infection and may close the Centre as required.</i>

PHASE 1 Operational Measures

Facility	Operational Measures - Tenants & Users	Operational Measures- MBC
Entrances	<p>Main Entrance open. All other entrances remain closed except for use of Abriel Room Entry by Food Bank & Rural Riches.</p> <ul style="list-style-type: none"> • Self-screening in effect: No entry if you have symptoms or have traveled out of province in the past 14 days • Right of Entry Reserved – Non Compliance will result in request to leave or eviction • Maintain Physical Distancing of 2 meters at all times • Do not hold door for others unless you can use the door as a barrier/ screen • Wash/Sanitize Hands on entry • Follow signs and markings • Cough / sneeze into elbow <p>Other Entrances may be opened for entry on request for good reason and by appointment with MBC Office</p>	<ul style="list-style-type: none"> • Post and maintain messages. • Inside doors fully open in warm weather • Frequent, thorough cleaning - particularly of handles, buttons and surrounds. • Frequency of cleaning determined in consultation with staff staff
Main Lobby	<p>Hand hygiene compulsory before proceeding to rest of building.</p> <p>Tenants' customers, clients and guests to be met in Lobby by tenant and escorted to tenant's premises.</p> <p>Maintain Physical Distancing of 2 meters at all times.</p> <p>Wearing a non-surgical mask is suggested</p> <p>Read Messages and Information.</p> <p>Read routing instructions</p> <p>Follow routes and distancing signs and marks on floor</p>	<p>Maintain hand sanitizing station</p> <p>Post key messages about</p> <ul style="list-style-type: none"> • Physical Distancing • Hand Hygiene • Use of masks • Sneezing and coughing into sleeve <p>Provide routing information & physical distancing markers</p> <p>Regular cleaning of all surfaces</p>
The Office	<p>Open</p> <p>Make an appointment if possible to avoid congestion.</p> <p>Flow pattern:</p> <ul style="list-style-type: none"> • Enter from Lobby on the old building side 	<p>Provide transparent barriers</p> <p>Provide hand sanitizer for staff</p> <p>Provide signage and markers</p> <p>Regular cleaning of all surfaces</p>

	<ul style="list-style-type: none"> • Exit through door to new wing • Entry door open at all times staff are in. • Exit door closed at all times. • Occupancy limited to 4 • Do not enter until certain the maximum limit can be maintained. <p>Maintain physical distance of 2 meters Follow traffic markings on floor. Wearing a non surgical mask is suggested Respect transparent barriers between staff and visitors. Do not use or touch equipment (copier/printer).</p>	
<p>Level 00</p>	<p>Abriel Room (including washroom and kitchen) Closed except for Food Bank & Rural Riches. Art Room (including closet) Closed</p>	<ul style="list-style-type: none"> • Post signage about closures in Lobby. • MBC personnel and contractors may access utility rooms and storage spaces • Clean Stairway handrails as needed.
<p>Level 200</p>	<p>Open for Tenants and Clients Do not pass people in the corridor or on the steps leading from the Lobby to 200 level. Hennigar Room Closed Kitchen Closed except to MBC Staff & tenants</p> <ul style="list-style-type: none"> • Schedule 'lunch hour' use with MBC Office • Enter via door nearest Main Lobby • Exit via door opposite Hennigar Room • Only use counter and facilities where coffee service is located. • Wash Hands • Maintain physical distances • Wash/sanitize all surfaces and utensils touched or used. <p>Washrooms Open</p> <ul style="list-style-type: none"> • Enter and use one at a time. 	<ul style="list-style-type: none"> • Post "Narrow Corridor - No Passing" signs at entrances to narrow corridor • Clean handrails regularly • Clean washrooms and surfaces regularly • Place physical Distance markers on floor around washrooms and cross-over points • Post signage for Kitchen use and flows. • Mark exit route. • Maintain hand-washing posters in washroom & kitchen • Keep Hennigar room closed • Remove chairs, tables and all other items (except piano) from hallway

	<ul style="list-style-type: none"> • Keep entry doors open • Call for clearance before entering • Maintain distance from people exiting • Sanitize surfaces following use • Wash Hands <p>Maintain physical distances Do not play piano. Exit through Old Main Door</p>	
Level 400	<p>Do not pass people in the corridor or on the steps Access via stairs nearest Lobby Exit via Main front Stairs and out Old Main Entrance Dance Studio Closed Feeney Library Closed except to single tenant. Maintain physical distances</p>	<p>Maintain direction signs Clean handrails regularly Post strategic messages re: Distancing.</p>
Level 100	<p>Closed to public</p>	<p>Maintain Notice and barriers.</p>
Level 300	<p>Enter from Lobby Exit via Fairmont Entrance Do not pass others on stairs Maintain physical distances Large Conference Room closed except for use MBC and as a waiting room for level 300 tenants by arrangement. Small conference room closed</p>	<p>Provide necessary signage and directions Clean handrails regularly Place chairs at required distances for use of Large Conference Room Remove surplus chairs from room. Clean Large Conference Room surfaces before and after use Small conference room to be used only by MBC for storage.</p>

**PHASE 2
2 July to Start of Phase 3**

Start of Phase to be announced by MBC

Opening Hours Building: Main Entry opens at 6:00 a.m. Closed 10:00 p.m.
MBC Office: 10:00 a.m. to 3:00 p.m.

Access for Tenants
Tenants' clients / customers
Short Term and Occasional renters
People attending short-term rental events or programs
Centre Fit members by appointment
Public by appointment with MBC Office

Tenants Responsible for

- own opening
- tenant social distancing and sanitizing in tenant's premises
- respecting gathering limits in tenant's premises
- informing employees and clients about applicable MBC Measures outlined below
- advising MBC if an employee or client has a Covid-19 infection or possible infection

Short Term and Occasional Renters Responsible for

- ensuring the event or activity is permitted
- physical distancing at event or activity
- establishing and maintaining gathering limit for the venue
- physical set-up of venue in accordance with distancing requirement and venue capacity
- sanitizing chairs, tables and equipment before and after use
- advising MBC if a user or participant has a Covid-19 infection or possible infection

MBC *Will advise authorities, the public, tenants and short term renters if a person who enters the Centre is known to have a Covid-19 infection or possible infection and may close the Centre as required.*

PHASE 2 Operational Measures

Facility	Operational Measures - Tenants & Users	Operational Measures- MBC
Entrances	<p>All Entrances:</p> <ul style="list-style-type: none"> • Self-screening in effect: No entry if you have symptoms or have traveled out of province in the past 14 days • Right of Entry Reserved – Non Compliance will result in request to leave or eviction • Maintain Physical Distancing of 2 meters at all times • Do not hold door for others unless you can use the door as a barrier/ screen • Wash/Sanitize Hands on entry • Follow signs and markings • Cough / sneeze into elbow <p>Main Entrance - open.</p> <p>Fairmont Street Entrance – open</p> <ul style="list-style-type: none"> • Hand sanitizing compulsory on entry. • Only one person at a time in entryway or on landing. • No passing others on stairs. <p>Abriel Room Entrance</p> <ul style="list-style-type: none"> • Open for Food Bank & Rural Riches • Open when required for Art Room access • Open for permitted event rentals • Hand sanitizing compulsory on entry. • One person at a time in entryway <p>Gym Outside Entry</p> <ul style="list-style-type: none"> • Wheelchair entry to 100 level by appointment 	<ul style="list-style-type: none"> • Post and maintain messages. • Inside doors of Main Entrance fully open in warm weather. • Place and maintain hand sanitizing stations at each open entrance • Frequent, thorough cleaning • Frequency of cleaning determined in consultation with staff

	<p>with Office.</p> <ul style="list-style-type: none"> • Hand sanitizing compulsory on entry – supplied by MBC • May be opened for specific events/short-term rentals of gym <p>Other entries closed except for use of Old Side entry by Coastal Action.</p>	
<p>Main Lobby</p>	<p>Hand hygiene compulsory before proceeding to rest of building. Maintain Physical Distancing of 2 meters at all times. Wearing a non-surgical mask is suggested Read Messages and Information. Read routing instructions Follow routes and distancing signs and marks on floor</p>	<p>Maintain hand sanitizing station Post key messages about</p> <ul style="list-style-type: none"> • Physical Distancing • Hand Hygiene • Use of masks • Sneezing and coughing into sleeve <p>Provide routing information & physical distancing markers Regular cleaning of all surfaces</p>
<p>MBC Office</p>	<p>Open during normal hours Flow pattern:</p> <ul style="list-style-type: none"> • Enter from Lobby on the old building side • Exit through door to new wing • Entry door open at all times staff are in. • Exit door closed at all times. • Occupancy limited to 4 • Do not enter until certain the maximum limit can be maintained. <p>Maintain physical distance of 2 meters Follow traffic markings on floor. Wearing a non surgical mask is suggested Respect transparent barriers between staff and visitors. Do not use or touch equipment (copier/printer).</p>	<p>Provide transparent barriers Provide hand sanitizer for staff Provide signage and markers Regular cleaning of all surfaces</p>

<p>Level 00</p>	<p>Maintain physical distancing Do not pass others on stairs or in narrow passage</p> <p>Abriel Room open for events and short rentals</p> <ul style="list-style-type: none"> • Use subject to maximum gathering limit. • Chairs and tables to be washed / sanitized before and after use. • Hand sanitizing in washroom and kitchen • Only one person in the kitchen at a time. • Floor marker for physical distances around washroom and kitchen. <p>Amos Community Art Studio (including closet) open for events and rentals</p> <ul style="list-style-type: none"> • Physical Distancing required subject to maximum limit. • Only one person in the closet at a time • Floor marker for physical distances • Chairs and tables to be washed / sanitized before and after use. 	<ul style="list-style-type: none"> • Post routing instructions • Post maximum occupancy for Abriel Room and Amos Community Art Studio • Place distance markers on floor at entries to stairs, narrow corridor, Art room closet, Abriel washroom and kitchen • Post no passing notices • Clean Stairway handrails as needed. • Remove excess chairs and tables from rooms
<p>Level 200</p>	<p>Open for Tenants and Community use Maintain physical distance of 2 meters Do not pass people in the corridor or on the stairs leading from the Lobby to 200 level.</p> <p>Hennigar Room Open Kitchen Closed except to MBC Staff & tenants</p> <ul style="list-style-type: none"> • Tenants to schedule 'lunch hour' use with MBC Office • Enter via door nearest Main Lobby • Exit via door opposite Hennigar Room • Only use counter and facilities where coffee 	<ul style="list-style-type: none"> • Post "Narrow Corridor - No Passing" signs at entrances to narrow corridor • Clean handrails regularly • Clean washrooms and surfaces regularly • Place physical Distance markers on floor around washrooms and kitchen cross-over points • Post signage for Kitchen use and flows. • Mark exit route. • Maintain hand-washing posters in washroom & kitchen • Remove chairs, tables and all other items

	<p>service is located.</p> <ul style="list-style-type: none"> • Wash Hands • Maintain physical distances • Wash/sanitize all surfaces and utensils touched or used. <p>Washrooms Open</p> <ul style="list-style-type: none"> • Enter and use one at a time. • Keep entry doors open • Call for clearance before entering • Maintain distance from people exiting • Sanitize surfaces following use • Wash Hands <p>Do not play piano. Exit through Old Main Door</p>	<p>(except piano) from hallway</p> <ul style="list-style-type: none"> • Post maximum occupancy for Hennigar Room • Place chairs in room at physical distance • Remove excess chairs from room
<p>Level 400</p>	<p>Open for Tenants and Community use Maintain physical distance of 2 meters Do not pass people in the corridor or on the stairs Access up via stairs nearest Main Lobby Leave via main front stairs and Exit via Old Main Entrance Dance Studio Open subject to physical distancing Feeney Library Open subject to physical distancing.</p>	<ul style="list-style-type: none"> • Maintain direction and distance signs and markers • Post strategic messages re: Distancing • Remove obstructions to distancing from hallway • Post maximum occupancy for Dance Studio and Feeney Library • Place chairs and tables in Feeney Library • Remove excess chairs • Clean handrails regularly
<p>Level 100</p>	<p>Open for Tenants and Community use School Closed Enter via Main Lobby Exit via Fairmont Entrance Maintain physical distance of 2 meters in hallway Do not pass people on stairs Centre Fit Open by appointment</p> <ul style="list-style-type: none"> • Subject to CentreFit Service Resumption Plan 	<ul style="list-style-type: none"> • Post “No Passing” signs at entrances to stairs • Clean handrails regularly • Clean washrooms and surfaces regularly • Place physical Distance markers on floor around washrooms and gym entry • Mark exit route. • Maintain hand-washing posters in washroom & kitchen

	<p>Gymnasium open - short term renters only</p> <p>Washrooms Open</p> <ul style="list-style-type: none"> • Keep both entry doors to multiple occupant washrooms open at all times • Maintain physical distances in washroom • Do not exceed maximum occupancy limit • Call for clearance before entering • Maintain distance from people exiting • Sanitize surfaces following use • Wash Hands 	<ul style="list-style-type: none"> • Remove obstacles to physical distancing from hallway • Post maximum occupancy for Centre Fit • Post maximum occupancy for Gym and Multiple User Washrooms
<p>Level 300</p>	<p>Open for Tenants and Community use</p> <p>Small Conference Room Closed</p> <p>Large Conference Room open</p> <p>Enter via Main Lobby</p> <p>Exit via Fairmont Entrance</p> <p>Maintain physical distance of 2 meters in hallway</p> <p>Do not pass others on stairs</p>	<p>Provide necessary signage, distance markers and directions</p> <p>Post maximum occupancy for Large Conference Room</p> <p>Place conference room chairs at required distances</p> <p>Remove surplus chairs and tables from room</p> <p>Clean handrails regularly</p> <p>Clean Large Conference Room surfaces before and after use</p>

PHASE 3
Opening of School to End of Physical Distancing Measures

Start of Phase to be announced by MBC

Opening Hours Building: Main Entry opens at 6:00 a.m. Closed 10:00 p.m.
MBC Office: 10:00 a.m. to 3:00 p.m.

Open Access Subject to Physical Distancing and Gathering Maximums

Tenants Responsibilities:

- own opening
- tenant social distancing and sanitizing in tenant’s premises
- respecting gathering limits in tenant’s premises
- informing employees and clients about applicable MBC Measures
- subject to protection of privacy, advising MBC if an employee or client has a Covid-19 infection or possible infection

Short Term and Occasional Renters

Responsibilities:

- ensuring the event or activity is permitted
- physical distancing at event or activity
- establishing and maintaining gathering limit for the venue
- physical set-up of venue in accordance with distancing requirement and venue capacity
- sanitizing chairs, tables and equipment before and after use
- subject to protection of privacy, advising MBC if a user or participant has a Covid-19 infection or possible infection

MBC *Will advise authorities, the public, tenants and short term renters if a person who enters the Centre is known to have a Covid-19 infection or possible infection and may close the Centre as required.*

PHASE 3 Operational Measures

Facility	Operational Measures - Tenants & Users	Operational Measures- MBC
Entrances	<p>All Entrances Open:</p> <ul style="list-style-type: none"> • Self-screening in effect: No entry if you have symptoms or have traveled out of province in the past 14 days • Right of Entry Reserved – Non Compliance with distancing measures will result in request to leave or eviction • Maintain Physical Distancing of 2 meters at all times • Do not hold door for others unless you can use the door as a barrier/ screen • Wash/Sanitize Hands on entry • Follow signs and markings • Cough / sneeze into elbow 	<ul style="list-style-type: none"> • Post and maintain messages. • Inside doors of Main Entrance fully open in warm weather. • Place and maintain hand sanitizing stations at each open entrance • Frequent, thorough cleaning
Main Lobby	<p>Hand hygiene compulsory before proceeding to rest of building. Maintain Physical Distancing of 2 meters at all times. Read Messages and Information. Read routing instructions Follow routes and distancing signs and marks on floor</p>	<p>Maintain hand sanitizing station Post key messages about</p> <ul style="list-style-type: none"> • Physical Distancing • Hand Hygiene • Use of masks • Sneezing and coughing into sleeve <p>Provide routing information & physical distancing markers Regular cleaning of all surfaces</p>
MBC Office	<p>Flow pattern:</p> <ul style="list-style-type: none"> • Enter from Lobby on the old building side • Exit through door to new wing 	<p>Provide transparent barriers Provide hand sanitizer for staff Provide signage and markers</p>

	<ul style="list-style-type: none"> • Entry door open at all times staff are in. • Exit door closed at all times. • Occupancy limited to 4 • Do not enter until certain the maximum limit can be maintained. <p>Maintain physical distance of 2 meters Follow traffic markings on floor. Respect transparent barriers between staff and visitors. Do not use or touch equipment (copier/printer).</p>	<p>Regular cleaning of all surfaces</p>
<p>Level 00</p>	<p>Maintain physical distance of 2 meters Abriel Room open Amos Art Room open Do not pass others on stairs or in narrow passage Respect Occupancy limits for Abriel Room and Amos Community Art Studio.</p>	<ul style="list-style-type: none"> • Maintain routing instructions, distance markers on floor at entries to stairs, narrow corridor, Art room closet, Abriel washroom and kitchen. • Post no passing notices • Clean Stairway handrails regularly
<p>Level 200</p>	<p>Maintain physical distance of 2 meters Do not pass people in the corridor or on the stairs leading from the Lobby to 200 level. Hennigar Room Open <ul style="list-style-type: none"> • Respect Occupancy limit Kitchen Open <ul style="list-style-type: none"> • Obey Occupancy Limit • Enter via door nearest Main Lobby • Exit via door opposite Hennigar Room • Wash Hands on entering • Maintain physical distances Washrooms Open <ul style="list-style-type: none"> • Enter and use one at a time. • Keep entry doors open • Call for clearance before entering </p>	<ul style="list-style-type: none"> • Maintain “Narrow Corridor - No Passing” signs at entrances to narrow corridor • Clean handrails regularly • Clean washrooms and surfaces regularly • Maintain physical distance markers • Post signage for Kitchen occupancy limit, use and flows. • Mark exit route via Old Main Entrance. • Maintain hand-washing posters in washroom & kitchen • Remove obstacles to physical distancing in hallway • Post maximum occupancy for Hennigar Room • Place chairs in room at physical distance • Remove excess chairs from room

	<ul style="list-style-type: none"> • Maintain distance from people exiting • Wash Hands Exit through Old Main Door	
Level 400	Maintain physical distance of 2 meters Do not pass people in the corridor or on the stairs Access up via stairs nearest Main Lobby Leave via main front stairs and Exit via Old Main Entrance Dance Studio Open Feeney Library Open	<ul style="list-style-type: none"> • Maintain direction and distance signs and markers • Maintain messages & markers re: Distancing • Remove obstacles to physical distancing from hallway • Post maximum occupancy for Dance Studio and Feeney Library • Place chairs and tables at physical distance in Feeney Library • Remove excess chairs • Clean handrails regularly
Level 100	Maintain physical distance of 2 meters Do not pass people on stairs School Open <ul style="list-style-type: none"> • School and MBC requirements to be met Centre Fit Open <ul style="list-style-type: none"> • Subject to CentreFit Service Resumption Plan Gymnasium Open <ul style="list-style-type: none"> • short term renters only • Obey Occupancy Limit Washrooms Open <ul style="list-style-type: none"> • Keep first entry doors of multiple occupant washrooms open at all times • Maintain physical distances in washroom • Do not exceed maximum occupancy limit • Call for clearance before entering • Maintain distance from people exiting • Wash Hands 	<ul style="list-style-type: none"> • Consult School about guidelines • Maintain “No Passing” signs at entrances to stairs • Clean handrails regularly • Clean washrooms and surfaces regularly • Maintain physical Distance markers • Maintain hand-washing posters in washroom • Remove obstacles to physical distancing from hallway • Post maximum occupancy for Gym and Multiple User Washrooms
Level 300	Maintain physical distance of 2 meters	<ul style="list-style-type: none"> • Maintain necessary signage, distance markers and

	<p>Do not pass others on stairs Small Conference Room Closed Large Conference Room open</p> <ul style="list-style-type: none">• Obey Occupancy Limit	<p>directions</p> <ul style="list-style-type: none">• Post maximum occupancy for Large Conference Room• Place conference room chairs at required distances• Remove surplus chairs and tables from room• Remove any obstacles to physical distancing from hallway• Clean handrails regularly
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Schedule A
MBC Covid-19 Rules for Tenants

- A.1 The measures in effect for common areas under the Mahone Bay Centre Society's (MBC) Post Covid-19 Operation Plan (Plan) For Re-Opening The Mahone Bay Centre (Centre) are the Landlord's building rules for purposes of all Tenants' lease agreements.
- A.2 These rules come into effect immediately and remain in effect until the end of Phase 3 as described in the Plan.
- A.3 The tenant is solely responsible for deciding whether they can open and operate in accordance with Provincial law.
- A.4 Within their rented premises the tenant is solely responsible for maintaining physical distancing and gathering maximums in accordance with Provincial requirements.
- A.5 During Phase 1 as described in the Plan the Tenant is responsible for meeting clients, customers and invitees in the Main Lobby and escorting them from the Lobby to the Tenant's premises in accordance with the Centre's traffic flow patterns and distancing requirements.
- A.6 Tenants will follow all measures set out in the Plan for Common Areas and in particular measures related to pedestrian traffic flows, physical distancing, and use of washrooms and the kitchen.
- A.7 If a Tenant has a Covid-19 infection or possible infection or has knowledge that one of their employees, customers, clients or invitees has a Covid-19 infection or possible infection, the Tenant must, subject to preserving the infected person's privacy, report all relevant information to the MBC as soon as they have knowledge about the infection or possible infection.
- A.8 If MBC has knowledge that any of the Centre's staff, officers, contractors, tenants or short-term renters, or any other person who has used the Centre, has a Covid-19 infection or possible infection MBC will immediately inform health authorities and, subject to preserving the infected person's privacy, inform all Tenants and may, without further or any notice, close the Centre or part of the Centre for as long as may be necessary to prevent spread of infection or possible infection.

Schedule B

MBC Covid-19 Rules for Short Term and Occasional Renters holding classes, meetings or events in the Centre

- B.1 The measures in effect for common areas rooms and facilities available for short-term and occasional rental for purposes of holding classes, meetings or events in the Centre under the Mahone Bay Centre Society's (MBC) Post Covid-19 Operation Plan (Plan) for Re-Opening the Mahone Bay Centre (Centre) must be followed by short term and occasional renters and are applicable as terms and conditions of the rental while the Plan is in effect.
- B.2 Short-term renters are solely responsible for deciding whether they can hold a class, meeting or event (hereafter "event") in accordance with Provincial law and must establish that fact to the satisfaction of MBC before the event can proceed.
- B.3 Short Term renters must ensure that attendance at the event does not exceed the gathering maximum for the relevant space and that physical distancing in accordance with Provincial requirements is maintained in the space and at all times before and during the event.
- B.4 Where a short-term renter hires or uses any of the Center's furnishings or equipment such as tables and chairs, the short-term renter is responsible for sanitizing the furniture or equipment before and after using it.
- B.5 If any short term renter has a Covid-19 infection or possible infection or has knowledge that one of their employees, customers, clients or invitees has a Covid-19 infection or possible infection, the short term renter must, subject to preserving the infected person's privacy, report all relevant information to the MBC as soon as they have knowledge about the infection or possible infection.
- B.6 If MBC has knowledge that any of the Centre's staff, officers, contractors, tenants or other short-term renters, or any other person using the Centre, has a Covid-19 infection or possible infection MBC will immediately inform health authorities and, subject to preserving the infected person's privacy, inform all tenants and short term renters holding current bookings and may, without further or any notice, close the Centre or part of the Centre for as long as may be necessary to prevent spread of infection or possible infection.