COVID-19 OPERATION PLAN - BURCHILL WIND PROJECT OPEN HOUSE
Burchill Wind Project – Open House

PURPOSE
This plan was drafted to summarize the measures that will be implemented at the Burchill Wind Project’s Open House scheduled for September 3, 2020.

Version 1.0
Drafted August 18, 2020
Introduction

Natural Forces takes the concerns of health and safety very seriously. As a response to the Covid-19 threat, Natural Forces is employing additional precautions to ensure the safety of staff and the public guests of the Open House on Thursday, September 3rd, 2020. This Operation Plan outlines the measures Natural Forces will implement during this event.

During the planning and event phases for the Open House, Natural Forces is adhering or surpassing the New Brunswick regulations surrounding Covid-19.

The actions outlined below will be put forth during the event.

Education and knowledge sharing

Prior to the event, guests will be provided information regarding the additional measures put forth to ensure their safety during the Open House. At the registration table and respective stations, guests will be reminded of the health and safety procedure for the night. Any person experiencing illness or of a weakened immune system will be advised to stay home.

All guests attending the indoor venue will be asked to sign in and provide a phone number to be used only in the circumstance that it would be required by New Brunswick's public health department.

An alternate communication method will be offered to those who cannot or are not comfortable attending the Open House such as phone call, email, regular mail and video conference.

Physical Distancing

Guests will be encouraged to maintain physical distancing practices of 2-meters apart between household groups while they are inside of the Community Centre and outside in a registration line. The use of coloured markers will be employed to facilitate direction of movement and stagger groups of people. Separate doors will be used to enter and exit the event to avoid close contact between guests in doorways at the venue.

Ventilation

Natural Forces is creating a plan that would allow maximizing use of outdoor space for the event should the weather conditions be favourable. This would include providing information handouts prior to entering the building, having several general information boards outdoors with Natural Forces staff present to answer questions. This may limit the number of guests seeking to enter the closed space of the venue.

Should the weather not be favourable to hosting certain aspects of the event outdoors, Natural Forces will endeavour to keep doors to the venue open as to promote airflow and ventilation with fresh air.

Limiting Capacity

Limiting the number of people inside of the venue will help to control the flow of foot traffic and manage the physical distancing during the event. The established limit will consist of an equivalent number of guest parties to stations or booths inside.
Clear Plastic Panes

There will be between 5-8 educational booths or stations setup inside of the venue and outside (underneath tents and weather permitting). For each booth, 2 tables will be used between Natural Forces staff and guests to encourage physical distancing. In the middle of the two tables a 2’ x 4’ clear plastic pane will be mounted to further protect against the exchange of droplets, sprays or large particles between Natural Forces staff and guests.

Use of masks

Masks will be mandatory for all guests entering the venue. Natural Forces staff will be wearing masks throughout the event when indoors. Masks will not be mandatory outdoors but will be encouraged.

The invitation to the Open House will ask guests to bring their own masks and Natural Forces will provide a box of disposable masks for guests that did not have a mask upon arrival.

An alternate communication method will be offered to those who cannot or are not comfortable wearing a mask for this event.

Limiting exchange of material

Natural Forces will limit the exchange of documents, materials and stationery passed with guests. Handouts will be placed in accessible locations that will not require handling by Natural Forces staff during the event.

In addition, the customary refreshments will not be offered during this event.

Personal Sanitation

Each station will be equipped with hand sanitizer to ensure that guests have every opportunity to sanitize their hands at any point. Natural Forces staff will sanitize each of the tables and touchable surfaces periodically throughout the evening. Lastly and more importantly, Natural Forces staff will be encouraged to wash hands with soap and water periodically throughout the event in addition to using hand sanitizer.