



## Mississippi Mills Covid-19 Protocol Guidelines for Booking Community Halls

### Applicable Facilities

- Almonte Community Centre Upper Hall and Curling Lounge
- Almonte Old Town Hall
- Cedar Hill School House
- Stewart Community Centre Upper Hall

*(For information about other Recreation Facilities contact the Mississippi Mills Recreation and Culture Department at 613-256-1077)*

### Mississippi Mills Facility Covid-19 Regulations:

- Active screening is required for all events
- Proof of vaccines are required from all attendees over the age of 12.
- Masks are required at all times, except when guests are eating or drinking
- Food and beverages can only be consumed by seated guests
- Buffets are prohibited at this time
- Seating should be arranged with social distancing for those not living in the same household (at least 6 feet between groups)
- For current capacity numbers contact the Recreation & Culture Department at 613-256-1077

### As Event Organizer your responsibilities include:

*Upon booking you will be required to sign an acknowledgement and understanding of these responsibilities.*

- Active Screening at the entrance to your event.  
Use the [COVID-19 Customer Screening tool](#)

- Confirm proof of vaccine from all attendees  
Helpful information on checking vaccines and dealing with medical exceptions: [Proof of Vaccination Guidance for Businesses and Organizations under the Reopening Ontario Act](#)
- Collect contact tracing information from everyone in attendance.
- Ensure all eating and drinking happens only when participants are seated
- Ensure guests wear masks when not eating or drinking.
- Sanitize touch spots within your event space during your event.
- Submit a Covid-19 Safety Plan prior to your event. A sample safety plan will be provided when booking.
- Submit contact tracing information to Recreation & Culture office immediately following your event.

**As a Facility we will provide:**

- Facility staff will be available in the facility during the event and will be sanitizing restrooms and public touch spots outside of your booking space.
- Hand sanitizer is available throughout the facility.