

# **COVID-19 Policies and Procedures Manual**

## **London Clay Art Centre**

### **Operated by The London Potters Guild**

Registered Charity Number: 88667 6790 RR0001



## **Preventing COVID-19 in the Workplace Policy**

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### **Intent**

This policy was developed to help prevent the spread of COVID-19 at London Clay Art Centre (LCAC). The precautionary measures have been developed using advice and information obtained from the World Health Organization and the government of Canada.

### **Guidelines**

LCAC will work to achieve a workplace that follows all precautionary measures identified by applicable governmental bodies and public health authorities to reduce the spread of the COVID-19 virus.

### **Staff, Contract Workers, and Member Responsibilities**

All staff, contract workers, and members should ensure they understand and comply with the infection prevention policies and practices outlined within this policy.

#### Hand Hygiene

- Wash hands frequently. Thoroughly wash hands with an alcohol-based rub (hand-sanitizer) or with soap and water. Wash hands for at least 20 seconds;
- Avoid touching your face (specifically your eyes, nose, and mouth) as much as possible;
- Avoid touching frequently touched surfaces;
- Instead of a handshake, give a friendly wave or elbow bump;
- Use any necessary personal protective equipment as directed.

#### Respiratory Hygiene

- Cover your mouth when coughing, sneezing, and yawning by doing so into the bend of your arm (elbow), not your hand;
- Staff, contract teachers, and teaching assistants must wear LCAC issued face shields when in the common areas at LCAC;
- Staff may work within their office spaces without a face shield but with their door or curtain closed;
- Staff, contract teachers, and assistant teachers are responsible to clean their face shields after each wearing during the day;
- At their own expense, studio-using members, visitors, and participants must wear a face covering of their choice including: hand-made mask, store-bought surgical mask, or face shield.

#### Workspace Cleaning

Use products provided by LCAC to clean and disinfect high-touch surfaces such desks, work surfaces, keyboards, phones, door handles, railings, etc. at least twice daily and more often if they are visibly soiled.

### Social Distancing

- Keep at least two metres (6 feet) between you and anyone else, including LCAC staff, fellow studio-using members, visitors, store patrons, etc.
- Increase distance between desks, tables, and workstations.
- Reduce or eliminate activities that require close physical proximity or contact with people, such as team meetings.
- Limit to the shortest time possible any close interactions that are necessary for completing important tasks.

### Updates to Management

- Provide updated emergency contact information to LCAC's Administrator.
- Consider whom you want LCAC staff to call if you require transportation home.
- Immediately notify an LCAC staff person if you start to feel ill while at LCAC and you have no means to safely get home because you rely on public transport.

### **Contract Teachers & Teaching Assistants (Summer Camps)**

Hand-hygiene and physical distancing protocols will be included in the orientation of the students' first day. A copy of our first-day orientation rules will be given to parents before camp starts. Parents will be asked to review them with their child(ren) prior to arriving at LCAC. Teachers & teaching assistants must explain and enforce LCAC's hygiene and physical distancing procedures.

All campers will enter LCAC through the north door, from the parking lot. Each day, the Program Coordinator and Teacher will greet the students and parents at the door before they enter to confirm their health status and the health status of others living in their home. If a student(s) is experiencing symptoms, they will not be permitted entry at LCAC and campers from the previous day will be notified (see Responding to COVID-19 in the Workplace Policy).

**Teachers and teaching assistants** - if you have any symptoms (see Wellness Checklist & Agreement, staff, members), please follow the procedures below and notify staff by calling 519-434-1664 ext. 1 or emailing: [cheryl@londonclayartcentre.org](mailto:cheryl@londonclayartcentre.org)

### **Self-Isolation**

If you have a symptom of COVID-19 or think you might have such a symptom, do not enter LCAC. Even if you have one symptom of COVID-19 (such as fever, cough, or difficulty breathing), no matter how mild, it is critical that you stay home to avoid spreading the infection. Mild symptoms may be similar to a cold or flu.

### Additional actions you should take include:

- Immediately isolate yourself to prevent any possible spread of COVID-19;
- Contact your local public health authority and follow their advice;



- Notify London Clay Art Centre by calling 519-434-1664 ext. 1 or by emailing [cheryl@londonclayartcentre.org](mailto:cheryl@londonclayartcentre.org); and
- Remain away from LCAC until you have been advised to return by your public health authority, normally after a minimum of 14 days.

You need to self-isolate if you:

- Have symptoms, even if mild, associated with COVID-19;
- Have been diagnosed with COVID-19;
- Are waiting for laboratory test results after being tested for COVID-19; or
- Have been advised to self-isolate by your regional public health authority.

Self-isolating means:

- Staying home until the regional public health authority says you are no longer at risk of spreading the virus; and
- Avoiding contact with others.

If your symptoms worsen, immediately contact your healthcare provider or public health authority and follow their instructions.

### **Developing Symptoms at LCAC**

If you develop even mild symptoms while at LCAC:

- Separate yourself from others.
- Inform a staff person at LCAC;
- Notify LCAC staff where in the building you worked that day;
- Disclose any interactions with staff, fellow members, customers, or others; and
- Disclose any equipment you used, items you handled, or surfaces you touched.

If you drove yourself to LCAC, immediately go home and start self-isolating. If you took public transport, LCAC staff will contact either your emergency contact or the local public health authority or non-emergency services to ensure that you are safely returned home.

Do not return to LCAC until your public health authority advises it is safe to do so. The quarantine period will likely last a minimum of 14 days.

### **Students**

If a program participant (student) develops symptoms: camps/classes will immediately close and a deep clean will commence (see Temporary Closure for Cleaning Policy (COVID-19 Pandemic)). Refunds or credits will be given on a case by case basis.

## LCAC Management Responsibilities

To ensure that London Clay Art Centre continues to provide a healthy and safe workplace, the following measures have been implemented. In addition, LCAC continues to stay updated on guidelines and information provided from the World Health Organization and the government of Canada, and on measures implemented at a provincial level.

- Use the risk-informed decision-making guidelines for workplaces and businesses during the COVID-19 pandemic to help develop policies and procedures.
- Continue to communicate with staff, members, and other participants about COVID-19, including the measures we are taking to prevent the spread of COVID-19.
- Post signs asking staff, members, visitors, participants, and contract workers who exhibit any signs of illness to stay away from the premises.
- Post signs encouraging good respiratory hygiene, hand hygiene, and other healthy practices.
- Where feasible, implement measures to reduce social contact, such as teleworking arrangements, flexible hours, staggering start times, encouraging the use of e-mail, and teleconferencing.
- All non-essential meetings or travel are postponed until clearance received from the government of Canada or the local health authority.
- Continually evaluate the workplace for areas where people have frequent contact with each other, as well as shared spaces and objects to identify measures to reduce contact.
- Ensure increased cleaning of high-contact areas.
- Evaluate and implement ways that staff, members, and participants can practice social distancing, such as increasing distance between desks, wheels, hand building and glazing areas, and people in the store.
- Minimize interactions between staff, members, visitors, contractors, and participants.
- Implement and follow increased cleaning guidelines:
  - Make hand-sanitizer available at all entries, kitchens, and common areas.
  - Clean and disinfect all high-traffic areas and frequently touched areas (such as door handles, fridge handles, microwaves, printers, photocopiers) at least twice daily.
  - Provide approved disinfectant solutions in common areas and workspaces for staff, members, and contract workers to clean workspaces.
- Open windows and doors whenever possible to ensure the space is well-ventilated.

## Teacher-specific protocols

Teachers/teaching assistants/summer interns will be responsible for reminding campers to distance and practice safe hand and respiratory hygiene along with all other rules such as no running, touching projects that only belong to the student, etc.).

Physical Distancing – Teachers will practice physical distancing among students by standing at least six feet away from students and staff while in class or moving around the facility. They will also advise and enforce physical distancing among students. Classroom tables, wheels, and other equipment are arranged to ensure appropriate distancing.

Hand and Respiratory Hygiene – Teachers are reminded to use the hand-sanitizer upon entering the building and frequently use soap and water to wash hands for a minimum of 20 seconds. Teachers, do not touch your face and remember to sneeze or cough into your elbow, not into your hand.

Face Coverings - Teachers are required to wear an LCAC-issued face shield, and students are encouraged to wear appropriate masks or face coverings, including the following:

- homemade cloth face mask that fits snugly across the nose and under the chin;
- store-bought surgical mask that fits snugly across the nose and under the chin;
- clear plastic face shield.

The following personal protective equipment (PPE) is available and provided based on the following situations:

- Latex-free gloves for staff who are in direct contact with an ill person or a contaminated object or environment. Hands must be washed before putting on gloves and immediately after removing gloves. While wearing gloves, staff must refrain from touching their face, and cough or sneeze into an elbow, not into a hand. To limit contact transfer of the virus, gloves should be frequently removed using the proper protocol and disposed of in the garbage.
- Heavier-duty gloves will be provided to cleaning staff.
- Clear plastic face shields will be provided for staff and contract workers.
- Hand-made cloth masks, store-bought surgical masks, and clear plastic face shields will be available for purchase by members, visitors, and participants as appropriate.

## Work-Related Travel

- Non-essential travel is postponed until further notice.

## **Self-Monitoring and Duty to Inform**

Even if you have no symptoms, you must self-monitor and inform LCAC if you:

- may have been exposed to COVID-19 in the last 14 days,
- are in close contact with elderly people or medically vulnerable people, or
- have been instructed to self-monitor by the public health authority.

### Self-monitoring means to:

- Monitor yourself for 14 days for symptoms of respiratory illness, such as cough, fever, and difficulty breathing; and
- Avoid crowded places and increase your personal distance from others whenever possible.

If you develop symptoms, self-isolate immediately and contact your public health authority as soon as possible.

## **Assessment Resources**

If you are having difficulty breathing or experiencing other severe symptoms, call 911 immediately. Advise them of your symptoms and travel history.

If you are concerned about COVID-19 exposure, you can use an online self-assessment tool to determine whether you are likely infected. Please visit the appropriate provincial government websites for self-assessments.

## Wellness Checklist, Agreement to Inform and Self-Isolate

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### **Intent**

This checklist is designed to inform staff, members, contract workers, students, and other visitors of their responsibility related to helping London Clay Art Centre (LCAC) prevent the spread of COVID-19 infections in the community.

### **Guidelines**

No one is allowed to enter LCAC if either of the two statements below is true.

1. They believe they have been or may have been exposed to COVID-19;
2. They are exhibiting any of the COVID-19 related symptoms listed below.

Possible symptoms of COVID-19 include:

- Fever;
- Cough;
- Difficulty breathing;
- Difficulty swallowing;
- Runny nose;
- Stuffy nose or congested nose;
- Chills;
- Muscle aches;
- Fatigue;
- Loss of sense of taste or smell;
- Headache;
- Sore throat;
- Hoarse voice;
- Digestive issues (nausea/vomiting, diarrhea, stomach pain).

### **Duty to Inform**

After entering LCAC, if either of the above statements listed under **Guidelines** is true, the affected individual must immediately inform a staff person at LCAC.

## Hand Washing Policy

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### Intent

London Clay Art Centre (LCAC) has adopted this policy to ensure that all reasonable measures are taken to prevent the spread of bacteria and viruses within the workplace, and to ensure the ongoing health and safety of our staff, members, contract workers, participants, and visitors (everyone), especially during the COVID-19 pandemic.

### Guidelines

Everyone shall practice hand hygiene before contact with other people at LCAC. Everyone must wash their hands using soap for at least 20 seconds, rinse, and dry their hands **or** apply an alcohol hand-sanitizer before beginning work, after using the restroom, periodically throughout the day after touching high-touch surfaces, and before leaving LCAC.

Everyone must use hand-sanitizer immediately upon entering the building and before any expected contact with people at LCAC.

For routine hand washing, use the liquid soap located in the dispensers beside any of the sinks at LCAC.

Perform hand hygiene after contact with other people or surfaces. Grossly contaminated hands must be washed with liquid soap before disinfecting with hand-sanitizer. Gloves must be worn when there is exposure to blood, excretions, or any other body fluids or when secretions are likely to occur when working.

### Hand-Sanitizer

Hand-sanitizer stations are located at the three (3) main entrances at LCAC. Anyone entering the facility must use hand-sanitizer immediately upon entering the building, and can use soap and water or hand-sanitizer thereafter.

Everyone should use the following technique for hand-sanitizer:

- Apply enough hand-sanitizer to cover the entire surface of hands and fingers;
- Rub the solution vigorously into hands until dry.

### Routine Hand Washing Procedure

Everyone must follow the outlined techniques for hand washing while at LCAC, especially before and after any contact with other people in the facility. For hand washing, staff, members, and contract workers may substitute An antibacterial soap or an alcohol-based hand-sanitizer may be substituted for regular soap:

- Use warm water to wet the hands;
- Apply liquid soap;
- Work up a good lather and rub hands palm to palm and in between and around fingers for at least 20 seconds;

- Apply with vigorous contact on all surfaces of the hands (back of hands, fingertips, and each thumb);
- Rinse thoroughly under running water and avoid splashing;
- Keep hands down so that runoff will go into the sink and not down the arm;
- Dry hands well with paper towels and use the paper towels to turn off the faucet and dry around the sink where water may have splashed;
- Discard paper towels into the appropriate container by using the foot pedal to open the lid.

### **Allergies**

Allergic contact dermatitis may be associated with hand hygiene products. Reactions to products applied to the skin may present as delayed reactions or less commonly as immediate reactions. If a staff member, member, or contract worker suspects allergic contact dermatitis, they will be instructed to go to their healthcare provider for assessment. If allergic contact dermatitis is diagnosed by their healthcare provider, staff will be provided with an alternative hand hygiene product to perform their job safely.

### **Monitoring**

LCAC will enforce this policy through the use of managerial supervision and spot-checks. If a staff person, member, or contract worker witnesses a violation of this policy, they must direct the violator to complete the required hand washing procedures as outlined. If the violator refuses this direction or continues in their work, the staff person, members, or contract worker should inform the Executive Director as soon as possible.

## **Wearing Face Coverings Policy**

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### **Intent**

This policy was developed to help prevent the spread of COVID-19 at London Clay Art Centre (LCAC). The precautionary measures have been developed using advice and information obtained from the World Health Organization and the government of Canada.

### **Guidelines**

To reduce the spread of the COVID-19 virus LCAC, we require all people at LCAC to wear a face covering of their choice until such time as LCAC management and The London Potters Guild Board of Directors deems it appropriate to lift this measure.

### **Staff, Contract Workers', Members', Students', and Visitors' Responsibilities**

All staff, contract workers, and members should ensure they understand and comply with the infection prevention policies and practices outlined within this policy and convey it to students and periodic visitors at LCAC as appropriate.

- Staff, contract teachers, and teaching assistants must wear LCAC-issued face shields when in the common areas at LCAC;
- Staff may work within their office spaces without face shields but their door or curtain must be fully closed;
- Staff, contract teachers, and teaching assistants are responsible to clean their face shields periodically throughout the day;
- At their own expense, members, visitors, and participants must wear a face covering of their choice including:
  - homemade cloth face mask that fits snugly across the nose and under the chin;
  - store-bought surgical mask that fits snugly across the nose and under the chin;
  - clear plastic face shield.

### **Additional Respiratory Hygiene**

- Cough, sneeze, and yawn into the bend of an arm (elbow), not into a hand;

## Responding to COVID-19 in the Workplace Policy

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### **Intent**

This policy was developed to help respond to an incident of possible COVID-19 exposure in the workplace.

### **Guidelines**

London Clay Art Centre (LCAC) will work to achieve a workplace that follows all precautionary measures identified by applicable governmental bodies and public health authorities to reduce the spread of the COVID-19.

### **Staff, Member, and Contract Worker Responsibilities**

If a staff person, member, or contract worker identifies that they or another staff person, member, or contract worker has developed symptoms similar to those of COVID-19, they must immediately notify the Executive Director or another staff person and remove themselves from the workplace with the least possible physical contact with workspaces or other people.

For purposes of this policy, symptoms similar to COVID-19 can include, but are not limited to:

- Fever;
- Cough;
- Difficulty breathing;
- Difficulty swallowing;
- Runny nose;
- Stuffy nose or congested nose;
- Chills;
- Muscle aches;
- Fatigue;
- Loss of sense of taste or smell;
- Headache;
- Sore throat;
- Hoarse voice;
- Digestive issues (nausea/vomiting, diarrhea, stomach pain).

Once isolated, it is important that the staff person, member, or contract worker cooperates with staff at LCAC to provide information regarding their exposure to the workspace and other people. This can include:

- Notifying about where they worked that day;
- Disclosing any interactions with fellow staff, members, customers, or others;
- Disclosing any equipment they used, items they handled, or surfaces they touched; and
- Any other relevant information.

## **LCAC Responsibilities**

If a staff person, member, or contract worker reports that they or another staff person, member, or contract worker is presenting symptoms similar to COVID-19, it is important to take all reasonable measures to isolate the affected individual and make them feel at ease regarding the situation.

### Placing the Staff Person, Member, or Contract Worker at Ease

Do not presume when a staff person, member, or contract worker feels unwell that they have COVID-19. Communicate to the individual that all necessary precautions are to be taken to ensure that any potential risk is mitigated.

Offer the staff person, member, or contract worker any available resources to ensure they feel comfortable disclosing information required to properly assess the risk of possible exposure to others. Make the staff person, member, or contract worker aware of their rights to privacy and that they are not required to disclose any medical or personal information not relevant to determining possible exposure to others for contact tracing.

### Isolating the Staff Person, Member, or Contract Worker

Request that the staff person, member, or contract worker moves to an area where they will have no or limited physical contact with others. Ensure that the area where the individual is isolated leaves enough space (at least two metres/6 feet) between the staff person and the affected individual. Where possible, use physical barriers when communicating with the individual.

### Assessing Symptoms and Determining Possible Exposure

Once the staff person, member, or contract worker is safely isolated, assess any symptoms the individual has and is experiencing and determine when they first experienced such symptoms. Figure out how long the individual worked with the symptoms or whether there are any other additional factors which could explain the symptoms, such as failing to take medication for a chronic condition.

Make the individual aware of their rights to privacy and that their privacy will be protected as far as possible.

Have the individual provide as much information as possible to determine the potential exposure to staff, members, customers, and others at LCAC, including:

- Whom the individual associated with during working hours;
- Whom the individual associated with on breaks (on and offsite);
- Any workstations and equipment the individual used.
- Any common areas the individual visited, including restrooms and break areas.

- Any third parties the individual interacted with, including customers, participants, suppliers, and visitors.
- Any areas the individual visited outside their normal scope of work.

### Helping the Staff Person, Member, or Contract Worker Leave

If the staff person, member, or contract worker drove themselves to LCAC, immediately instruct them to go home and self-isolate. If the individual took public transit, the ED or their delegate should contact either their emergency contact or make alternate arrangements to ensure that the individual is safely returned home.

Staff, members, and contract workers are not to return to LCAC until a public health authority advises it is safe to do so. The quarantine period will last a minimum of 14 days.

### **Additional Measures**

If a staff person, member, contract worker or third party notifies London Clay Art Centre of a positive test for COVID-19 and has previously been in the facility, it is important to gather the same information as with suspected symptoms.

Where the person is a staff person, member, or contract worker, they are to self-isolate and follow the guidelines provided by the relevant public health authorities and report to the ED at London Clay Art Centre when they have been cleared for return to work.

Upon notification of a positive test for COVID-19, LCAC will:

- Ensure that the ED conducts a risk assessment of the possible exposure of other people to the affected person;
- Communicate the risk to any person identified as possibly exposed and encourage them to take precautions to protect themselves and others while watching for symptoms;
- Provide information and support to affected or possibly affected employees during periods of self-isolation;
- Ensure that any workspace, common area, or other location possibly infected be immediately closed off for decontamination;
- Identify tools or other equipment that could have been infected and ensure they are removed from any workspaces and isolated. Ensure tools and equipment are properly sanitized before returning to the workspace;
- Determine based on the possible exposure whether a partial or complete closure of the business is required for deep cleaning;
- Review policies and procedures in place to determine whether there are any improvements that can be implemented to better mitigate against future risks;
- Report any confirmed cases to the relevant public health department for further investigation.

## Temporary Closure for Cleaning Policy (COVID-19 Pandemic)

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### **Intent**

This policy has been developed to provide procedures and guidance if London Clay Art Centre (LCAC) must temporarily close to thoroughly clean the facility. Our organization understands the importance of having processes in place that address the concern of COVID-19. LCAC has adopted this policy to ensure the health and safety of our staff, members, contract workers, customers, visitors, and participants.

### **Guidelines**

London Clay Art Centre will follow all precautionary measures identified to reduce the spread of COVID-19. However, due to the nature of the virus, additional measures have been put in place in case anyone at London Clay Art Centre is affected.

### **Regular Cleaning**

LCAC understands the importance of providing a clean and safe workplace for everyone. Regularly scheduled cleaning is part of our strategy for making sure we appropriately protect everyone in the space.

LCAC works to ensure that all workspaces are cleaned regularly and in a way that does not disrupt workflow. All spaces are cleaned at least twice per day by a staff person, which typically takes 30-60 minutes. Staff, members, and contract workers are expected to participate fully in keeping workspaces clean and free of contamination. Cleaning will take place both during and outside normal working hours.

### **Temporary Closure**

In response to the COVID-19 pandemic, we are taking every precaution necessary to protect everyone at LCAC. Due to the evolving nature of the pandemic, we will continue to adapt and make changes necessary to ensure the safety of the people in the facility.

With that understanding, in certain situations, LCAC may need to temporarily close for cleaning. The closure will serve as a precautionary measure and ensure the necessary areas are cleaned properly and thoroughly before resuming operations. Circumstances will dictate how long the closure will last and how it will affect organizational functions.

If LCAC must close temporarily for cleaning, the following aspects of our business will remain functional for the duration for the cleaning:

- all functions that can reasonably be accomplished from home such as communications, planning, program coordination, etc.

### **Immediate Cleaning**

The following instances require affected areas to be immediately cleaned, and may require a temporary closure:

- A staff person, member, or contract worker tested positive for COVID-19;

- A customer, visitor, or participant who has recently visited LCAC tested positive for COVID-19;
- A staff person, member, contract worker, customer, visitor, or participant shows signs or symptoms of COVID-19 (see Responding to COVID-19 in the Workplace Policy for listing of symptoms) while present at our facility;
- A staff person, member, contract worker, customer, visitor, or participant has been exposed to a COVID-19-positive individual; or
- Presence of visible contaminants on surfaces, especially any bodily fluids.

### **Cleaning Guidelines**

- Before cleaning, put on appropriate personal protective equipment (PPE);
- Block off areas being cleaned, especially if the need for cleaning is a result of possible or confirmed exposure to COVID-19;
- Spend extra time cleaning high-contact areas like door handles, toilets, or telephones;
- Read and follow manufacturer's instructions for cleaning products;
- Clean dirty hard surfaces with detergent or soap before disinfecting, or use products that both clean and disinfect at the same time;
- Reusable cleaning items can be washed with regular laundry soap and hot water (60 to 90 °C);
- For soft or porous items, remove any visible contaminants if present, and clean with appropriate cleaners. If the items can be laundered, do so at the highest possible temperature allowed by the manufacturer, and ensure items are completely dry;
- For electronics, follow manufacturer's instructions for cleaning. Alcohol-based sprays containing at least 70% alcohol may be used if no instructions are available;
- All used disposable cleaning products must be put into a plastic garbage bag and tied shut when cleaning is finished; and
- Once cleaning is completed, ensure cleaning materials have also been disinfected as appropriate (wipe spray bottles or cleaning cart).

## **MEMBERS: Acknowledgement & Agreement, COVID-19 Policies & Procedures**

This form must be completed prior to or upon the first visit at London Clay Art Centre (LCAC) after the COVID-19 shutdown. Failure to do so shall result in denial of access to LCAC.

We appreciate and expect your partnership and cooperation in allowing the facility to open given the guidelines and social distancing protocol put in place by the Province of Ontario. We are permitting access to LCAC based on studio-users accepting responsibility for conducting themselves according to the COVID-19 policies & procedures (P&P) established LCAC to keep everyone safe.

Any false statement could result in legal liability to the individual studio-user. By signing this document, you agree to observe and fully abide by the P&P prescribed by LCAC while knowing they may be amended at any time in response to the developing COVID-19 pandemic response provincially. Failure to adhere to the COVID-19 health and safety procedures may result in disciplinary action, including suspension of studio access.

Currently, there is no certainty that Coronavirus cannot be transmitted by asymptomatic people. Therefore, the attestations of members as stated in this document cannot provide certainty that the virus will not be transmitted at LCAC. LCAC's management is taking prudent steps to impose and enforce appropriate procedures to keep everyone safe, but there can be no assurance that the virus will not be contracted by individuals while at LCAC. This is a risk that each individual must assess for themselves before choosing to enter LCAC.

Please sign and date the following:

1. I hereby declare that neither I nor anyone in my household has experienced any cold- or flu-like symptoms in the last 14 days including fever, cough, sore throat or respiratory illness or distress. If I or anyone in my household experiences any of these symptoms after submitting this declaration, I will not visit LCAC for a minimum of 14 days or after symptoms have disappeared. This agreement will remain in effect until the LPG Board of Directors and LCAC's management declare the requirements in this form are no longer applicable.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

2. I hereby declare that neither I nor anyone in my household have/has travelled to or had a lay-over in any country outside of Canada in the past 14 days. If I or anyone in my household travels to or has a lay-over outside of Canada after submitting this form, I will not visit LCAC for a minimum of 14 days after the date of return to



Canada. This agreement will remain in effect until the LPG Board of Directors and LCAC's management declare the requirements in this form are no longer applicable.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

3. I hereby declare that I have read, understand, acknowledge, and will abide by the COVID-19 Policies & Procedures at LCAC and that failure to comply may lead to suspension of my studio-use privileges.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

4. The following MUST be completed for verification purposes. Please print legibly.

\_\_\_\_\_  
**Full Name**

\_\_\_\_\_  
**Postal Code**

\_\_\_\_\_  
**Email Address**

\_\_\_\_\_  
**Phone Number**