



9 Wedding Version - Micro Wedding Pilot Program COVID-19 Re-opening Safety Plan

Micro Wedding Pilot Program – Office of the City Clerk

January 25, 2021

The COVID-19 pandemic has impacted many things that we do, including how we work. Preparing for and communicating how our operations will adapt to the changes brought on by COVID-19 is key to ensuring staff and the public feel safe when returning.

Developing and communicating a COVID-19 Re-opening Safety Plan is an essential step for resuming operations. The details of each plan will vary depending on the operations, however, the plan will include at a minimum, the following elements:

1. Risk Assessment
2. Control Implementation
3. Policies
4. Communication Plans and Training
5. Monitor Workplace and Update Plans as necessary
6. Assess and Address Risks from Resuming Operations

For assistance in completing this document, review the document titled “COV – OHS – COVID-19 – Re-opening Safety Plan Resource Document” available in VanDocs [DOC/2020/126461]

Once approved, the plan will be communicated to staff and posted at the worksite.

1. Risk Assessment

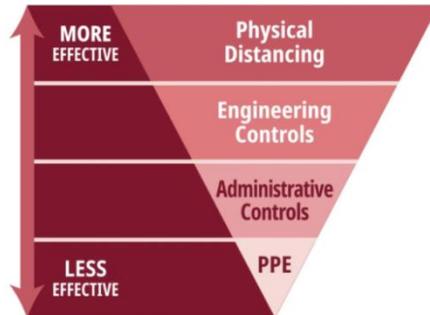
Overview of 2021 Micro Wedding Pilot Program Plan

The activities in the 9 wedding per day Micro Wedding Pilot Program for the Office of the City Clerk consist of:

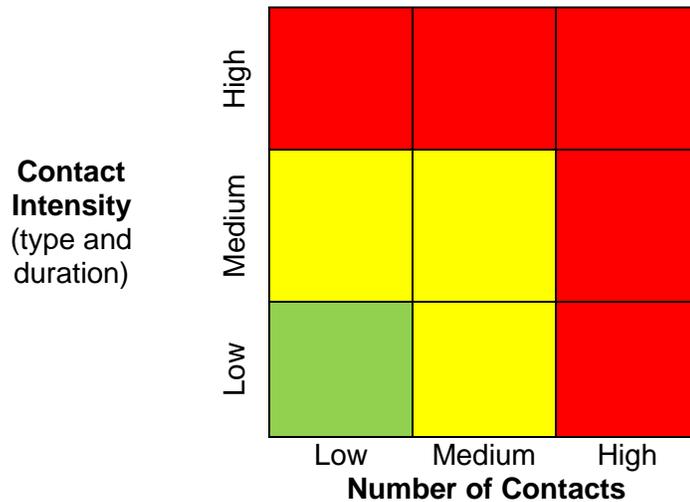
- A. Entry/Access of External Guests into City Hall to their designated waiting area in the Town Hall Room 110 (also known as the Joe Wai Meeting Room 110)
- B. Flow of External Guests up to the 3rd floor guided by Staff, using option of stairs and elevator
- C. Access of External Guests in the foyer, chamber, and balcony
- D. Staff working with each other or the public before, during, and after wedding event.

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The hierarchy of controls are:



Contact number assessment level	Number of people (contacts) in defined setting at the same time
Low	6 or less
Medium	7 to 49
High	50 or more



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Identify the action to be taken based on the risk rating

Risk Rating (colour code)	Required Action
	Modify work design and reassess before starting work
	Implement, monitor and maintain control measures
	Complete work with no additional control measures

If a red or yellow risk rating is assessed the facility or operation will need to take action to implement controls that influence one or more of the following:

- reduce the number of people in the setting
- reduce the duration of the task
- increase the distance between people

For more information on the specific steps to the risk assessment, refer to the Re-opening Safety Plan Resource Document

Task or activity A:	Entry/Access of External Guests into City Hall to their designated waiting area in the Town Hall Room 110 (also known as the Joe Wai Meeting Room 110)
Contact number assessment level for task or activity:	Medium
Contact intensity assessment level for task or activity:	Type: Low Duration: Medium Intensity: Medium
Risk rating for task or activity (highest rating from number or intensity):	Medium

Task or activity B:	Flow of External Guests up to the 3rd floor guided by Staff, using option of stairs and elevator
Contact number assessment level for task or activity:	Medium
Contact intensity assessment level for task or activity:	Type: Medium Duration: Low Intensity: Medium



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Risk rating for task or activity (highest rating from number or intensity:	Medium
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Task or activity C:	Access of External Guests in the foyer, chamber, and balcony
Contact number assessment level for task or activity:	Medium
Contact intensity assessment level for task or activity:	Type: Medium Duration: Medium Intensity: Medium
Risk rating for task or activity (highest rating from number or intensity:	Medium

Task or activity D:	Staff working with each other or the public before, during, and after wedding event.
Contact number assessment level for task or activity:	Medium
Contact intensity assessment level for task or activity:	Type: Medium Duration: Medium Intensity: Medium
Risk rating for task or activity (highest rating from number or intensity:	Medium

2. Control Implementation

Task or activity A:	Entry/Access of External Guests into City Hall to their designated waiting area in the Town Hall Room 110 (also known as the Joe Wai Meeting Room 110)
Controls implemented:	A Wedding couple, group, or party is defined as: 1. All External Guests
Physical Distancing:	Physical Distancing

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	<ol style="list-style-type: none"> 2. All External Guests must maintain a minimum distance of 2m from each other and staff, and 3m away from the officiant, while entering City Hall and waiting indoors at their designated waiting area, which is the Town Hall Room 110. This room normally has a capacity of 100 people, and at the capacity reduction due to covid-19 restrictions, the maximum this room may have is 22 people. For our purposes, the maximum will often only be 10 people from the wedding group and an occasional Wedding Staff member, unless guests from a different wedding group arrive more than 30 minutes before their arrival time. In which case, we have set up sandwich board signage within the Town Hall Room indicating Waiting Area 1 and Waiting Area 2, located on opposite sides of the Town Hall Room 110. 3. Upon entering City Hall, the External Guests will see the lobby signage indicating covid-19 safety protocol for entrance, as well as have access to hand sanitizer upon entering City Hall. This is one of two COVID-19 self-assessment health check screening for the wedding group, with the second additional check to be conducted by Wedding Staff inside the Town Hall Room 110. 4. Wedding Staff member will welcome the wedding party and will show them the large health check sign, and ask they confirm that they read the health check sign and pass the required criteria by show of hands or other acknowledgement (e.g. parent on behalf of infant etc.). 5. All External Guests must adhere to their designated waiting area until their wedding coordinator indicates they may proceed towards the South lobby stairs, or elevators, up to the 3rd floor. 6. All External Guests must maintain 2m distance upon entering City Hall entrance by following directional signage posted in the lobby of City
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<p>Engineering Control:</p>	<p>Hall as well as provided in their floor plan when booking their wedding timeslot.</p> <p>Engineering Control</p> <ol style="list-style-type: none"> 7. In case of rain, all External Guests will be encouraged to bring their own umbrellas in case they need to wait outside for access to City Hall. We will not be providing a tent for the possibility they may need to wait outside before entering. A tent could encourage members of the public and the wedding guests to gather together under the tent without physical distancing, which we want to discourage. 8. Maximum capacity for the Town Hall Room 110 will be posted on the door as 25 people, and windows will be opened during the wedding days so that extra ventilation is provided. 9. Hand sanitizer will be available upon entry to the Town Hall Room 110. This is the second offering of hand sanitizer upon arrival into City Hall. 10. The Town Hall Room 110 is the designated waiting area inside for the wedding groups, which allows safe physical distancing between wedding groups from each other even in the highly unlikely chance they arrive early. The Town Hall Room 110 also provides distancing from the public accessing City Hall. 11. The wedding couple's car may park, for free, in the designated wedding parking area located near 12th Ave. for the duration of their ceremony. One car per wedding group only; no exceptions. This mitigates the possibility of people gathering in one place at the same time.
<p>Administrative Controls</p>	<p>Administrative Controls</p> <ol style="list-style-type: none"> 12. Communication and signage will include the following: 13. Stay at home if sick

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	<ol style="list-style-type: none"> 14. Face masks/coverings are mandatory indoors 15. Frequent hand washing required 16. Maintain physical distancing signs and markers and follow routes if shown 17. No close contact; handshakes, hugs, fist pumps, high “5s” 18. Use cough/ sneeze etiquette, use sleeve or elbow 19. All wedding couples are allowed a maximum of 10 External Guests, which includes wedding vendors, the wedding couple, wedding guests, and the officiant. 20. Wedding couple will be informed in advance that their wedding group will be asked to conduct a Covid-19 self-assessment upon arrival at City Hall by Staff. This is to discourage anyone from entering if they are feeling unwell or have had a potential or confirmed Covid-19 exposure in the last 14 days. They will be reminded of the rescheduling policy available in case of a Covid-19 related cancellation, regardless of advance notice. 21. During the booking process, the wedding couples will be required to acknowledge this maximum capacity as well as agree to abide by this maximum capacity, as well as fill out and return the Guest List form including the contact information of all External Guests. 22. During the booking process, wedding couples will be required to acknowledge their designated wedding time slot and arrival time, and agree that they or their guests will not arrive earlier than their arrival time. 23. During the booking process wedding couples will be required to acknowledge that their entire wedding party understands they must be present in the Town Hall Room 110 before proceeding to the Council Chamber. This will mitigate the issue of External Guests arriving separately and attempting to enter Council
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<p>PPE</p>	<p>Chamber without their wedding party or Wedding Staff.</p> <p>24. The User Agreement created by Law that couples sign prior to confirming their wedding indicate that a maximum of 10 people may attend.</p> <p>25. Staff will communicate with couples by email, and over the phone, to confirm they understand and agree to abide by the 10-person maximum capacity.</p> <p>26. Couples are required to fill out a Guest List form that acts as a contact tracing form as well as another indicated of a maximum capacity of 10. Wedding Staff will do a head count to confirm the guests in attendance match the total amount of people the couple indicated they had invited.</p> <p>27. In the event that couples arrive with more than 10 people, staff will remind couples of the User Agreement that was signed and that only 10 people will be allowed entry. If an issue arises that cannot be mitigated and the situation escalates or becomes violence, Staff are advised to back away and contact Security at City Hall for backup.</p> <p>28. In unforeseen circumstances where an External Guest/s is late, staff will do their best to coordinate and meet the late guests and allow them entry into City Hall by following the same procedure (Activity B) outlined for the wedding party.</p> <p>PPE</p> <p>29. Both staff and the public are expected, if able, to wear non-medical face mask or covering while indoors and in an area the public can access.</p>
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Task or activity B:	Flow of External Guests up to the 3rd floor guided by Staff, using option of stairs and elevator
Controls implemented:	
Physical Distancing:	<p>Physical Distancing</p> <ol style="list-style-type: none"> 1. All External Guests must maintain a minimum distance of 2m from each other and staff, and 3m from officiant, while entering the lobby from the Town Hall Room 110, and being led by Wedding Staff towards the South stairs or being scanned into the elevator. 2. Elevator maximum capacity must be adhered to. Under no circumstances will staff enter the elevator with wedding guests. Instead, staff will scan their key card and select 3rd floor so guests will have access. 3. One staff member will stand in the lobby and direct External Guests towards the elevator or/and up the stairs, but will not enter the elevator or travel up the stairs at the same time. Another staff member will be at the top of the stairs, on the 3rd floor, to meet the wedding group arriving via the stairs and/or elevator, and guide them inside the foyer to the chamber.
Engineering Control:	<p>Engineering Control</p> <ol style="list-style-type: none"> 4. City Hall Security will be informed of the micro-weddings pilot taking place and are aware our schedule and our use of the stairs and elevator to the 3rd floor entrance/exit to foyer. 5. Signage posted in stairwell reminding of the physical distancing requirements.
Administrative Controls	<p>Administrative Controls</p> <ol style="list-style-type: none"> 6. All External guests are encouraged to use hand sanitizer upon entering City Hall. (Note: Hand sanitizer dispensers will be located at entrance to City Hall, entrance to Town Hall Room 110, as well as the 3rd floor common foyer and

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<p>PPE</p>	<p>Council Chamber). Two washrooms for washing hands are also located on the 3rd floor foyer.</p> <ol style="list-style-type: none"> 7. Signage posted in entrance/exit and along stairs to the 3rd floor will remind External Guests of staying 2m-3m apart. 8. High touch points will be disinfected between each wedding group by following the Level 2 cleaning protocols and will be completed by External Relations and Protocol Staff that are running the event. <p>PPE</p> <ol style="list-style-type: none"> 9. Both staff and the public are expected, if able, to wear non-medical face mask or covering while indoors and in an area the public can access.
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<p>Task or activity C:</p>	<p>Access of External Guests in the foyer, chamber, and balcony</p>
<p>Controls implemented:</p> <p>Physical Distancing:</p>	<p>Physical Distancing:</p> <ol style="list-style-type: none"> 1. Entry into the foyer is through the entrance on the 3rd floor. 2. Upon arrival, a staff member will quickly guide External Guests into the foyer so as not to slow down flow of traffic up the stairs and help maintain the 2m physical distance. 3. Staff will remind the wedding group and photographer to maintain 2m distance during photos opportunities or to wear a mask if closer than 2m from anyone outside of your core bubble for any wedding photography. Officiant and wedding guests must stay 3m apart at all times, or as directed by the PHO at the time of the wedding. 4. Upon exiting the foyer into the stairs, a staff member will meet them at the lobby and direct

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<p>Engineering Control:</p>	<p>the group to the exit, directly to the left of the stairs.</p> <p>Engineering Control:</p> <ol style="list-style-type: none"> 5. Maximum Room Capacity will be posted in the foyer, balcony, and Council Chamber during the wedding day event. 6. Two portable HEPA air filter ventilation units (air scrubbers) are used to ventilate the Council Chambers between events. Staff will set the air scrubbers to HIGH output (2 x 2000 CFM) for a minimum of 30 minutes between ceremonies. 7. Air scrubbers will be turned on for each break between ceremonies, and they must run for a minimum of 30 minutes and be kept on if there is a gap in the schedule. 8. Keep air scrubbers on for at least 30 minutes after the last ceremony of the day. 9. Staff are accountable to monitor staff or public numbers and maintaining distancing at all times. 10. Directional signage will be placed on the floor in the foyer to guide External Guests to enter/exit the chamber in a one-way route. 11. Stanchions will be placed to discourage External Guests from entering any off-limits area towards the Council office doors and City Clerks offices and washrooms, as these areas are exit-only for staff. This will mitigate any possibility of staff and External Guests from unexpectedly coming closer than 2m. 12. Staff will direct External Guests to physically distance in a queue, using the tape marking on the floor, and remove and hang their own coats spaced out on a clothing rack provided in the foyer. After the wedding ceremony, the External Guests will retrieve their coats in the same manner. Once the wedding group leaves, the hangers will be sanitized for the next wedding group, and the clothing rack will be sanitized. 13. During the ceremony in the chamber, physical distancing decals are placed 2m apart from couple, guests, and officiant is 3m. Couples' decals are closer than 2m.
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<p>Administrative Controls</p>	<p>14. Photographer can roam the chamber and has exclusive access to the balcony, accompanied by a staff member, during the ceremony while maintaining a 2m distance at all times.</p> <p>15. For the event day, staff will remove or mark “Do Not Use/Do Not Touch” on unnecessary chairs/desks/areas and Councilor Desks in a way that does not discourage a photographer from taking a good photo of the location.</p> <p>16. Stanchions will be placed in areas of the Council Chamber to discourage wedding groups from accessing any off limit areas (technology areas, Council desks and work stations, etc.).</p> <p>17. If couple or officiant request a plexi-glass barrier be provided, Staff will set this up prior to their wedding timeslot, and will use the current barriers located inside the chamber for Council meetings.</p> <p>18. Washrooms for wedding groups are separate from staff washrooms, to decrease possibility of exposure. Washrooms will have additional cleaning by REFM during wedding days.</p> <p>Administrative Controls</p> <p>19. Weddings dates are typically chosen on the Friday of a long weekend, or during the holiday season, minimizing the expectation of staff numbers on the 3rd floor offices, therefore minimizing potential risk between staff and the public.</p> <p>20. Wedding dates are chosen on days Council and CLT meetings are not scheduled, or do not have a possibility of being scheduled last minute.</p> <p>21. Maximum capacity for foyer, balcony, and chamber will be posted at the entrance to all areas for the event day.</p> <p>22. This COVID-19 Re-opening Safety Plan will be posted in the Council Chamber so that the public has access. This plan will also be</p>
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PPE	<p>uploaded onto the webpage, with a link provided to couples during the communication process.</p> <p>23. All External Guests will be required to provide their contact information either before the wedding day by email or on the wedding day to staff.</p> <p>24. Pens will be provided as needed, and after use, placed in a collection bowl for sanitization.</p> <p>25. High touch areas in Council Chamber, foyer, and balcony will be disinfected following the Level 2 cleaning procedures between wedding groups.</p> <p>PPE</p> <p>26. Both staff and the public are expected, if able, to wear non-medical face mask or covering while indoors and in an area the public can access.</p>
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Task or activity D:	Staff working with each other or the public before, during, and after wedding event
Controls implemented:	
Physical Distancing:	<p>Physical Distancing</p> <ol style="list-style-type: none"> 1. The maximum occupancy posted for the area where staff is working must not be exceeded. 2. All staff must maintain a minimum distance of 2m from others. 3. Staff will not enter the staircase or hallway with the public. One staff member will be at the stair entrance/exit on the ground floor, and the next staff member will be at the foyer doors on the 3rd floor.
Engineering Control:	Engineering Controls

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<p>Administrative Controls</p>	<ol style="list-style-type: none"> 4. Signage posted on the foyer, chamber, and balcony indicating maximum occupancy in the area where staff will be working on this event. 5. Staff will follow engineering controls set out by the City Clerks department for the 3rd floor when accessing or exiting the offices for equipment, bathroom, kitchen, or computer use.
<p>PPE</p>	<p>Administrative Controls</p> <ol style="list-style-type: none"> 6. Employ the use of dollies or other aids for work tasks that would typically be done by more than one person. 7. All staff are to use their own equipment including pens, staplers, etc. 8. When using shared equipment staff either wash their hands or use hand sanitizer before and after use of the equipment. <p>PPE</p> <ol style="list-style-type: none"> 9. Staff are expected, if able, to wear face mask or covering. 10. Staff will be provided face masks starting November 1, 2020, for instances where physical distancing cannot be maintained. 11. Staff will be provided gloves when disinfecting areas.
<p>Communication Concerns</p>	<p>Communication Concerns</p> <p>Employees must report issues and concerns related to all safety issues including COVID-19 where the prevention of droplet contact and spread can be improved. Employees will report any safety concerns to their supervisor or safety committee representative including:</p> <ol style="list-style-type: none"> 12. Physical and psychological 13. Never walk past an unsafe act or condition 14. Refusal of unsafe work

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3. Policies

City policies/standards are on the COVID-19 website.

4. Communication Plans and Training

Psychological Safety

Staff are reminded of the Employee and Family Assistance Program offered through Homewood Health, should they need it. Employees can also access Homewood's information sheet "[The Coronavirus Outbreak: Managing the Impact](#)" through the Citywire [COVID-19 information page for staff](#). Managers can also access coaching from Homewood directly to better support their employees' mental health.

Employee Safety Orientation

New or returning employees are required to receive a safety orientation prior to commencing work. Information provided during the employee safety orientation must include:

- [COVID-19 background information and how it is transmitted](#) (FAQs)
- [Stay at home if sick](#)
- Report COVID-19 illness or symptoms to supervisor and COVID-19 hotline
- A daily COVID-19 health screening will be conducted between employees and their supervisors
- Declare to co-workers you are healthy each day
- Frequent hand washing required
- Maintain physical distancing and follow implemented routes
- No close contact; handshakes, hugs, fist pumps, high "5s," etc.
- [Cough/sneeze etiquette, use sleeve or elbow](#)
- Use of personal cloth non-medical masks is expected to be worn at all times other than when stationary at your personal desk. Face masks will be provided by the employer.
- Awareness of the [COVID-19 website](#)
- [How to clean](#)
- Contribute to cleaning common high touch areas (e.g. kitchens, photocopy area)
- Who to reach out to when supplies are low
- [What to do if exposed to COVID-19](#)

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5. Monitor Workplace and Update Plans as necessary

The Chief, External Relations and Protocol in the City Clerks' Office will monitor the application of this plan. Some considerations include:

- Ensuring compliance with WorkSafeBC, Health, Provincial and Legislative requirements
- Adjusting policies, procedures, communication plans and training if emergent information influences existing practices.
- Adjust resources, staffing, procedures, communication plans and training if conditions change.

6. Assess and Address Risks from Resuming Operations

The Chief, External Relations and Protocol in the City Clerks' Office will assess risks associated with resuming these activities and will address concerns and issues if and when necessary.

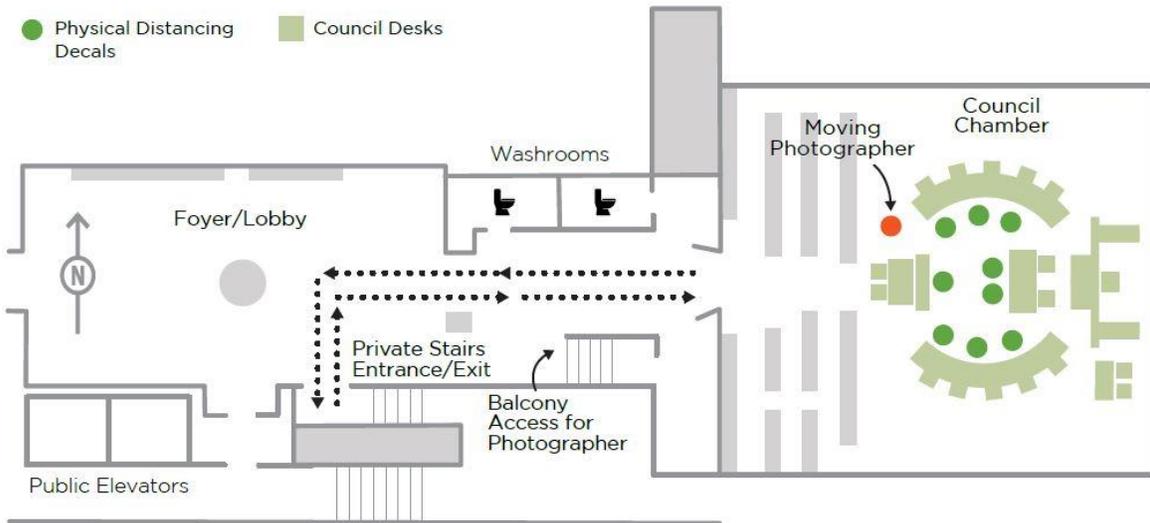
MORE INFORMATION:

- If you have questions, please reach out to your manager or safety contact.
- You can also email COVID19Questions@vancouver.ca.
- Visit [Citywire](#) or vancouver.ca/covid-19-staff for the latest information about our COVID-19 response.

Your health and safety are a priority. Thank you for your commitment to adapting and continuing to deliver important services to the public.

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COUNCIL CHAMBER, THIRD FLOOR



Updated October 26, 2020 20-072