

## COVID-19 NOVEMBER TO REMEMBER ARTS AND CRAFT SALE GUIDELINES

1. NESA will advertise the event online at [www.nesa1.ca](http://www.nesa1.ca), and post steps we are taking to prevent COVID-19 transmission.
2. All volunteers, staff and attendees will be required to wear a mask inside the building.
3. Staff and volunteers will be screened for COVID-19 symptoms (fever, sore throat, cough, runny nose or difficulty breathing), including a temperature check prior to their shift commencing.
4. COVID-19 signage and reminders are posted around the centre in highly visible areas. Anyone with symptoms of COVID-19; with a history of international travel in the last 14 days; or with close contact with a confirmed case of COVID-19 in the past 14 days will be refused entry.
5. Hand sanitizers are provided at the entrance and exit points. Bottles of hand sanitizers will be available at tables throughout the event.
6. If an attendee is sick, we will follow the NESA Isolation Plan:
  - Immediately isolating the attendee from others and tracing the areas in the building the attendee visited
  - Cleaning and disinfecting all surfaces
  - Requiring hand hygiene and masking of the attendee.
  - Ensuring the attendee isolates as soon as possible.
7. The event will take place in the gymnasium, with controlled entry and exit points. The doors and windows will be open to help with the air flow.
8. Traffic flow will be managed with volunteers and staff, along with signage on walls, and direction arrows on floors. We will also have traffic flow volunteers outside the building.
9. The event space traffic will have one-way direction arrows, signage, and monitored by event volunteers, and we are encouraging all attendees to physical distance.
10. We have a dedicated entrance and exit points. The main entrance outside will be marked for physical distancing. We will have 1-2 volunteers to manage the traffic and will only ensure that no more than 100 attendees are in the gym at one time. The attendees will have to wait outside in line in the designated area.
11. Attendees will be asked to physical distance when inside the event space, i.e one customer/cohort per vendor, and practice hand hygiene frequently.
12. The washrooms will have a limited capacity. Elevator use will not be necessary for the event.