



**THE  
INTERNATIONAL  
CENTRE**

**COVID-19**  
**Health & Safety**  
**Protocols for**  
**Warehouse Sales**  
**CHECKLIST**

# Recommendations for Compliance with Peel Public Health Guidelines

As the economy begins to re-open in the Province of Ontario, it is important that we all remain vigilant in our efforts to continue to reduce the spread of Covid-19. The following recommendations are being provided to help you plan your event safely and cautiously in response to public health & safety system indicators.

## Customer Arrival Procedures

- ✔ Customers entering the property are to be directed by on-site signage and Caraway Parking Attendants to the specific sales event Entrance. This service will be the responsibility of the client.
- ✔ Customers will not be provided access to the facility via the Conference Centre Entrance; as such, it is important that event organizers highlight specifically the Event Entrance in all marketing communications to the public.
- ✔ Stanchions (or other such barricades) should be installed at each Entrance to guide and control customers in the lineup with clear demarcations for physical distancing. Lineups must be contained outside of the facility.
- ✔ The client is responsible for ensuring that customers are physically distancing 6 ft. (2m) from one another both inside the building and outside line-ups.
- ✔ In compliance with Provincial & Municipal Guidelines, The International Centre requires that all event customers wear a mask or face covering when visiting the venue. Clients are asked to communicate this requirement in all marketing and advertising initiatives.
- ✔ Notwithstanding that the Centre has installed hand sanitizers at each lobby, Organizers should encourage the use of hand sanitizers at the entrance to the event.



## Contact Tracing

- ✔ High-level health and safety screening of customers is encouraged at all entrances, including temperature checks where possible.

## Event Capacities

- ✔ The Centre will be responsible for establishing capacity maximums for each Hall(s) and Event. Capacities will include all Event Staff and onsite Security.
- ✔ The Client is responsible for providing Security at all Entrance and Exit doors to control access to the event and ensure capacity maximums are enforced. Current guidelines require no more than 1 person per 36 sq. ft.



## Event Space

- ✔ Stanchions and floor decals should be utilized to encourage one-way traffic flow and physical distancing measures.
- ✔ Layout and spacing of merchandise tables should encourage the appropriate directional traffic flow and have a minimum of 10 ft. aisles or 18ft–20ft two-way aisles.
- ✔ In accordance with current Provincial & Municipal Guidelines, Fitting Rooms may reopen with patrons occupying alternating stalls. While the Centre continues to advise against the use of Fitting Rooms, should they be a necessity, each room must be spaced at least 6ft. (2m) apart and contain no contact surfaces. Strict measures of cleanliness and prevention of cross-contamination protocols require that they be cleaned and disinfected between fitting room customers, for which additional costs may apply.



## Cashier Stations

- ✔ Clear demarcations using floor decals should be installed to provide customers 6 ft. (2m) of separation during the cash out process.
- ✔ Event Staff should be positioned at the start of the line-up to direct customers to the next available cashier. Customers should not be permitted to move to an empty cashier until the previous customer has left and the area is sanitized.
- ✔ Consider the installation of physical barriers or partitions at each cashier station.
- ✔ Contactless payment methods are strongly recommended (no cash sales).



## Staff Safety

- ✔ All Event Staff are required to wear a mask or face covering.
- ✔ All Event Staff should be encouraged to wash and sanitize their hands frequently.
- ✔ Event Staff should be required to sign-in at the beginning of each shift and complete a comprehensive health screening, to be coordinated by the Event Organizer.



## Cleaning and Sanitization

- ✔ Event Organizers are required to designate a staff member as an onsite Health and Safety Officer, responsible for reporting to The International Centre COVID-19 Task Force.
- ✔ It is the responsibility of Event Staff to sanitize all high-touch surfaces (such as credit card payment terminals, iPads, etc.) after each customer contact.

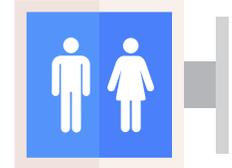
- ✔ Event Organizers shall provide hand sanitizing stations at entry and exit points to the event, at each cashier station and outside of each fitting room (if applicable).



- ✔ Office spaces, meeting rooms, lobbies or any space utilized by the Event, should undergo frequent and thorough sanitization and disinfectant practices for which, such services are to be arranged with Caldas Building Services at an additional cost.

## Washrooms

- ✔ Washrooms will be required for public use. It will be the responsibility of the client to contract Caldas Building Services to frequently clean and sanitize the washrooms and refill soap dispensers.
- ✔ The Centre shall establish and post capacity maximums for each washroom(s) being utilized.
- ✔ If washroom capacities are not adhered to, the Event Organizer must assign a volunteer or security guard in PPE to monitor and enforce capacities.



**Please note that these recommended protocols are subject to change as new information becomes available from the Public Health Agency of Canada, the Province of Ontario and Peel Public Health. These guidelines are based on the operational characteristics of a warehouse sale event and consultation is recommended with your Sales and/or Events Manager prior to planning and implementation of your event. It is the responsibility of the Event Organizer to ensure compliance of their event with any directives issued by government authorities.**