

## Swansea Town Hall – COVID Protocols

### What Swansea Town Hall is doing as you return to our building ...

- **Masks:** Every person (2 yrs+) entering the building must wear a mask as per the current [City of Toronto Bylaw](#).
- **Social Distancing:** Every person in our building is asked to keep a 2 metre distance from others. Room capacities in all our rooms are reduced to adhere to the [Stage 3 reopening regulations](#).
- **Contact tracing:** A sign-in sheet is located on a table in the main lobby and everyone entering the building is requested to sign their names and give contact details for further tracing as needed.
- **Shield:** Our front information desk on the main floor now has a full acrylic shield and all Swansea Staff will be wearing PPE when in public areas.
- **Hand sanitizer:** Dispensers are located on every floor and everyone is asked to disinfect their hands upon entering the building and throughout their stay in the building as necessary.
- **Cleaning:** Nightly cleaning by STH staff of all spaces in the building that have been occupied is done. Continuous cleaning throughout the days/evenings of all high traffic/high touch surfaces, washrooms, etc. is being done by STH Staff when the building is occupied.
- **Single Building Entrance:** Only the 95 Lavinia Avenue entrance will be used for the foreseeable future. The rear Ravine door entrance will be only opened on an as needed basis.
- **Signage:** Clear signage has been placed at the doors and on all floors requesting that people self-screen for COVID before entering the building, observe 2 metre distancing while in the building, practice elevator distancing etiquette and hand washing guidelines.
- **COVID amendment:** All people contracting to use Swansea Town Hall spaces must now sign a [COVID Agreement](#) with us outlining their own responsibility to ensure that they and all attendees at their events/programs follow COVID legislation and guidelines.

