



The Magnolia Event Boutique COVID-19 Policy

The Magnolia Event Boutique has prepared the following COVID-19 policy to ensure the health and safety of guests and staff in accordance with Public Health Toronto and Public Health Ontario Guidelines, the Workplace Safety & Prevention Services and the Ontario Ministry of Health's Best Practices.

1. Physical Distancing

○ *Physical Distancing & Maximum Capacity*

- In accordance with the City of Toronto requirements, indoor events are restricted to 50 persons. All gatherings remain subject to compliance with provincial physical distancing requirements of a two-meters distance from anyone outside one's household or 10-person social circle.
- In accordance with *O. Reg 364/20: Rules for Areas in Stage 3*, Section 3(1) and (2), events for the purposes of a wedding, a funeral or a religious service, rite or ceremony must not exceed 30 percent of the capacity of the particular room and all persons must comply with the physical distancing policy outlined below.
 - *Large Hall:* The maximum capacity for this room is 90 persons.
 - *Small Hall:* The maximum capacity for this room is 50 persons.
 - *Lobby and Washrooms:* These areas are high traffic spaces. Seating in the lobby has been modified to comply with our physical distancing policy. The Magnolia Event Boutique encourages guests to avoid congregating in these spaces. When possible, guest arrivals will be staggered to reduce congestion in the lobby area.
- In compliance with *O. Reg 364/20: Rules for Areas in Stage 3*, dancing is not permitted other than performers under strict requirements (see health and safety protocols).

- *Bars and Kitchen Facilities*
 - Where possible the following physical distancing measure are put into place:
 - Workstations in the bars and kitchen areas are staggered to ensure staff are maintaining 2-meter distance.
 - Third-party delivery drivers and suppliers are reminded of internal distancing requirements and placements. The Magnolia Event Boutique provides a separate entrance where possible.
- *Performers*
 - All performers (musical and dance) for an event must maintain a physical distance of at least two meters from every other person, except if it is necessary for the performers to be closer to each other for the purposes of the performance.
 - Singers and players of brass or wind instruments must be separated from any spectators by at least two meters.

2. Screening Protocol

- *Guests Screening*
 - All guests must have a reservation with the host or directly with The Magnolia Event Boutique prior to attending an event.
 - The Magnolia Event Boutique encourages potential guests who would like to visit the event spaces to please call to book an appointment prior to visiting. We will do our best to accommodate walk-in appointments.
 - All guests are asked to self-monitor for signs and symptoms of COVID-19 and self-isolate as needed.
 - Any guest that attends an event and answers 'yes' to any of the Toronto Public Health screening questions will be asked to go home and self-isolate, and contact Telehealth at 1-866-797-0000 or go to an assessment center to get tested. If the guest is waiting for transportation to go home, they may stay in the vestibule away from staff and guests until they are able to get transportation home. The Magnolia Event Boutique holds the right to refuse entry to any guest that may display symptoms related to COVID-19.
 - The host is required to collect contact information (name and phone number) of all attendees for purposes of contact tracing in the event of a possible transmission of COVID-19. This contact information must be provided to the Magnolia Event Boutique prior to the start of the event.
- *Staff Screening*
 - All staff undergo a pre-work screening health check that includes a temperature check.
 - Any staff who display symptoms of COVID-19 will adhere to the health and safety protocols listed below.

3. Cleaning and Disinfecting

○ Cleaning Supplies and Logs

- The Magnolia Event Boutique will continue to implement thorough cleaning procedures including but not limited to:
 - Disinfectants are applied to a clean surface in order to kill disease-causing germs; and
 - Only use approved and non-expired hard-surface disinfectants that have a Drug Identification Number (DIN)¹.
- The Magnolia Event Boutique will implement enhanced cleaning schedules and logs to reflect increased cleaning for high touch areas such as bars, restrooms and kitchen facilities.
- After every use, shared equipment such as credit card machines and bars will be cleaned.
- Hand sanitizer (70-90% alcohol concentration) will be available at the entrance of The Magnolia Event Boutique. Guests are encouraged and staff are expected to use hand sanitizer as needed.
- In the event of an employee or known guest testing positive for COVID-19, a deep cleaning of all surfaces (e.g., restrooms, bars) will be undertaken before any other guests are to attend an event at The Magnolia Event Boutique. The cleaning products and application will comply with public health recommendations for outbreak occurrence (e.g., 5,000 ppm bleach solution, 6% Hydrogen Peroxide, Enhanced Action Formulation Hydrogen Peroxide, Zochlor).

○ Tableware & Linens Cleaning

- Upon request by the host, cutlery and glassware will be brought to the table only once guests are seated. If this enhancing cleaning policy is requested by the host, the host must acknowledge the likely delay in service time to implement this policy.
- After every party, all tableware including salt and pepper shakers, cutlery and linens will be disinfected.
- Staff will refrain, where possible from touching guests' tableware once they are seated until tableware is to be cleared. For example, staff will avoid touching glassware when refilling cups.

○ Food & Beverage Service

- All guests must be seated when eating or drinking at The Magnolia Event Boutique.
- Buffet style serving will no longer be an available option. Food Station and Plated service are available.

¹ A DIN is an 8-digit number given by Health Canada that confirms the disinfectant product is approved for use in Canada.

4. Safety and Health Protocols

- *Public Health Protocol and Signage*
 - Signage regarding this new COVID-19 policy and Toronto Public Health will be posted at the main entrance of The Magnolia Event Boutique, including the Mask or Face Covering policy.
 - The Magnolia Event Boutique will post this new COVID-19 policy on all social media platforms, website and voicemail.
 - The Magnolia Event Boutique will comply with all of Toronto Public Health's warnings, directions and recommendations related to COVID-19. The Magnolia Event Boutique will regularly check with Public Health updates and retrain/revise practices and policies as needed.
 - All staff are expected, and guests are encouraged to, at a minimum, maintain good hand hygiene by washing their hands upon arrival, before eating or drinking, after using the washroom, and upon departure. All staff are expected to, and guests are encouraged to, comply with cough and sneeze etiquette (e.g., cough into elbow).
 - Music is permitted insofar as it is not played at a volume that requires guests to shout in order to communicate between one another.
- *Personal Protective Equipment & Mask/ Face Coverings²*
 - In accordance with BY-LAW 541-2020, no member of the public (i.e., staff and guests) is permitted entry to, or otherwise remains within, any enclosed space within The Magnolia Event Boutique unless the member of the public is wearing a mask or face covering, in a manner which covers their mouth, nose and chin.
 - The Magnolia Event Boutique shall, upon request, provide a copy of the policy for inspection by any person authorized to enforce this By-law.
 - The following exemptions from the requirement to wear a Mask or Face Covering:
 - children under two years of age;
 - persons with an underlying medical condition which inhibits their ability to wear a Mask or Face Covering;
 - persons who are unable to place or remove a Mask or Face Covering without assistance;
 - employees and agents of the person responsible for The Magnolia Event Boutique within an area designated for them and not for public access, or within or behind a physical barrier; and
 - persons who are reasonably accommodated by not wearing a mask or face covering in accordance with the Ontario Human Rights Code.
 - This policy permits the temporary removal of a mask or face covering where necessary for the purpose of eating and drinking.

² "Mask or Face Covering" means a mask, balaclava, bandana, scarf, cloth or other similar item that covers the nose, mouth and chin without gapping.

- This policy shall not require employees or members of the public to provide proof of any of the exemptions listed above.
- For the convenience of staff and guests, the Magnolia Event Boutique will provide disposable single use masks to all staff and guests who may not have a mask of face covering.
- The Magnolia Event Boutique holds the right to refuse entry to any guest who does not comply with BY-LAW 541-2020.
- *Staff Training & Scheduling:*
 - Prior to starting work, staff will be trained on the physical distancing, screening, masks/face covering, and cleaning protocols listed above.
 - Any staff who are sick or showing symptoms of illness (e.g., fever, running nose) will be asked to self-isolate immediately, complete a self-assessment and, if necessary, contact Toronto Public Health or their health care provider.
 - Staff scheduling will, where possible, have staggered breaks. The Magnolia Event Boutique will maintain a log of staff scheduling in the event that contact tracing is needed.
 - Staff scheduling will be modified to account for additional cleaning policies listed above.
- *Workplace Outbreak*
 - If The Magnolia Event Boutique is notified that an employee tests positive for COVID-19, we will contact Toronto Public Health for guidance and as directed. In accordance with Toronto Public Health guidelines, they will contact all guests regarding any exposure.
 - In the event of an outbreak, the entire facility will undergo a deep clean and disinfected as outlined above.

If any guests have additional questions or concerns regarding The Magnolia Event Boutique's new COVID-19 policy, we encourage them to contact us. We welcome feedback on how to make staff and guests experience safe and enjoyable.