

FSJ Job Fair COVID-19 Safety Plan

General Guidance

- If you have any signs or symptoms of COVID-19, please do not attend the event. If you are displaying symptoms of COVID-19 you will be refused entry.
- Anyone looking to attend the job fair will need to book a time to attend in advance. Only 50 people will be allowed in the job fair at a time. Guests will be able to book times in one hour increments. Exhibitors and event staff are not included in the 50 people allowed at the event as per public health guidelines.
- All staff, volunteers and exhibitors will be screened for COVID-19 symptoms before they start their shift.
- There will be one dedicated entrance and one exit for the event.
- Staff, volunteers and exhibitors will participate in a pre-shift meeting to ensure all understand the protocols in place.
- Contact information for all those in attendance will be collected to help with any possible contact tracing.
- The Pomeroy Hotel & Conference Room will undergo enhanced sanitization and disinfection throughout the day. See the information provided by the Pomeroy Hotel.
- All staff and volunteers will wear a mask while assisting any guests.
- When you arrive for the event, watch for markers on the floor and remain at least two metres from any other guests.
- Please be kind and patient with others.
- No outside food or drink will be allowed at this event.

Exhibitors

- Each exhibitor booth will be 10'x10'. Each booth will be at least 6' from the next booth with pipe and drape separating each booth. The pipe and drape on the sides of each booth will be 8' feet tall to prevent any possible transmission of the virus.
- Only one representative from each exhibitor will be allowed on site during the event at one time. You may change staff at your booth during the event, but again you must only have one person there at a time.
- If you need to have different people at your booth, we ask that you sign in and out with our event staff. This will allow us to provide proper contact tracing.
- A boxed lunch for one person will be provided by the Pomeroy Hotel and Conference Centre. All boxed lunches will be prepared and handled by Pomeroy Hotel and Conference Centre Staff who will follow all health and safety guidelines.
- Each exhibitor will be screened for COVID-19. They will also need to sign a declaration of health before participating in the event. This declaration will ask about symptoms, if the person has travelled recently or been tested or in contact with anyone who has tested positive for COVID-19.
- If anyone is displaying symptoms they will not be allowed in the event.
- While participating in the event, all exhibitors will be required to stay at least 6 feet away from other people at the event. Exhibitors will have a table at their booth that will help to enforce this rule.

Job Fair Attendees

- Job Fair attendees will book a time to attend the job fair. They will have to do this in advance at www.fsjobfair.ca. Contact information for each attendee will be collected and kept for 30 days for contact tracing.
- Attendees will be asked to sanitize their hands before entering the event.
- Only 50 attendees will be allowed in each time block.
- When they arrive at the event, they will be asked COVID-19 screening questions.
- Anyone displaying symptoms of COVID-19 will not be allowed inside the event.

Facility

- Hand sanitizer will be provided at entrances, exits, tables, bathrooms and other common areas.
- Washrooms will be monitored by the staff of the Pomeroy Hotel and Conference Centre.
- Staff will perform hand hygiene frequently and diligently.