



BOARD'S PROTOCOL FOR IN-PERSON HEARINGS

Revised December 1, 2021

In response to the COVID-19 pandemic, the Board has developed the following general Protocol for in-person hearings. The Chair or Vice-Chair will review the Protocol with the parties in advance of the hearing and may adjust it as necessary to a particular proceeding.

1. The Board has reconfigured the large hearing rooms in Edmonton and Calgary so that each room has six tables. This configuration allows for three parties. Each table is limited to one person (one counsel or one advisor). If the file is limited to two parties, each party will be provided with an additional table for an extra advisor/observer. Otherwise, the seating for observers has been removed from the hearing rooms. This reconfiguration will allow for physical distancing of six feet. The Board will assign people to the respective tables prior to the hearing.
2. Upon arrival at the Edmonton location, witnesses are to remain in the Board's space on the main floor and will be called by counsel to the fourth floor hearing room when they are to testify. One witness will be allowed to wait in the waiting room outside the hearing room. Counsel will be required to have contact information for their witnesses to coordinate the attendance of the witnesses. Calgary will implement a modified version of this guideline.
3. The caucus rooms will be limited to two people per room.
4. All participants and their counsel are responsible for following the public health guidelines in relation to COVID-19, and taking all necessary steps to self-isolate or quarantine if they are symptomatic, have tested positive, are a close contact of someone who has tested positive, or if they have recently travelled outside of Canada. Information about public health guidelines and restrictions in Alberta is available [here](#) and information about federal guidelines regarding travel are available [here](#). As this information is updated frequently, participants are encouraged to review it before an in-person hearing.
5. The Board may adjourn a hearing if it concludes it is appropriate to do so based on a failure to observe the requirements in paragraph 4 of this Protocol

6. Hand sanitizers and wipes will be placed at each table in the hearing room. People departing from a table are responsible for wiping that table down with the wipes provided. Sanitizer stations for hand cleaning will also be available at the interior entrance to the hearing rooms, and all participants must sanitize their hands upon entering or exiting the hearing room.
7. Plexiglass shields have been placed at each table including the Board panel's table, the witness table, counsel tables and advisor tables.
8. The parties are directed to maintain physical distancing of 2 meters at all times during the hearing, and that they are expected to cough or sneeze into their arm or sleeve, and then immediately sanitize their hands.
9. In accordance with CMOH Order 42-2021, all participants are required to wear a mask during in-person proceedings unless that person is separated from every other person by a physical barrier that prevents droplet transmission.
10. Water will not be provided during the hearing. All participants are responsible for bringing their own water bottles and water.
11. This protocol is subject to continuous review and as such it may be modified.