



BOARD'S PROTOCOL FOR IN-PERSON HEARINGS

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. Where possible, all documents are to be provided to the Board and other parties in electronic and hard copy format at least three clear business days before the start of the hearing, or as otherwise directed by the Board. (For example, if the in-person hearing is scheduled to start on a Wednesday, the deadline for providing the documents to the Board would be the previous Thursday by 4:30 p.m., assuming no statutory holidays). The Board requires four hard copies.
5. All participants are responsible for following the public health guidelines in relation to COVID-19, including using the self-assessment tools, and taking all necessary steps to self-isolate if they are symptomatic or have tested positive.
6. Counsel for each party is to advise all people attending the hearing for his or her client that they are to be symptomatic free - i.e. no coughs, fever, shortness of breath, runny nose and/or sore throat.
7. Participants will not be allowed to participate in an in-person hearing if any of the following apply to them:

- a. In the 14 days before the hearing date, they, or someone in their household, have tested positive for, or is a presumed case of COVID-19;
 - b. They are displaying or experiencing any COVID-19 symptoms on the hearing date;
 - c. They have been directed by a health professional to self-isolate and the timing of their self-isolation overlaps with any of the hearing dates;
 - d. They have otherwise experienced COVID-19 symptoms in the 10 days before the hearing date; or
 - e. They or someone in their household has returned from travel outside of Canada within 14 days before the hearing date.
8. The Board will adjourn a hearing if it concludes that a participant poses a risk for the transmission of COVID-19.
 9. 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.
 10. Tennant Services has advised cleaning will consist of all door handles and flat surfaces. In the hearing room each table will have a "Cleaning Card". One side of the card reads "Please Clean" and the other side of the card reads "Cleaned". Participants are responsible for turning over their cards on their table at the conclusion of a hearing day, and a hearing will only proceed if the cards indicate the tables have been cleaned. When the cleaners complete the cleaning of a table the card will be flipped to "Cleaned".
 11. Plexiglass shields have been placed at each table including the Board panel's table, the witness table, counsel tables and advisor tables.
 12. 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.
 13. Pursuant to City of Calgary Bylaw 26M2020 and City of Edmonton Bylaw 19408 (the Bylaws), all participants in a Board hearing are required to wear a face covering, as defined in the Bylaws, in all public and common areas, including entranceways, doorways, hallways, waiting rooms, waiting areas, stairways, elevators, and restrooms. Participants may also be directed to wear a face covering in the hearing room or break-out room at the direction of the presiding Chair or Vice-Chair, and in accordance with the Bylaws. Participants who are unable to wear a face covering due to a medical condition or disability, or who are otherwise exempt from wearing a face covering under the Bylaws, should notify the Board in advance of the hearing.
 14. Water will not be provided during the hearing. All participants are responsible for bringing their own water bottles and water.
 15. This protocol is subject to continuous review and as such it may be modified.