



Self-directed Activity Host General Procedures

Set up

This may include:

Setting up tables and chairs and other equipment appropriately to activity
Scanner is on and list of participants is available

Check-in Process

A registration list will be available to the host. All Participants are required to pre register through My Activity Centre or by calling the SWESA office

The host will check off name of each participant on the registration list by scanning the member's SWESA Fob. All participants are prepaid.

If a participant shows a stamp card, date and initial a square on his/her stamp card.

Use MSC scanner to scan the participant's SWESA Fob.

All individuals wishing to participate in self-directed activities are to pre-register through MyActiveCentre or by calling the Program Coordinator at 780 860 2856.

The pre-paid activity fee is valid for the registered activity only and is not transferrable to other activities. The pre-paid fee is discounted to \$20.

The Punch Card can be purchased at SWESA's Blue Quill office for \$20 and is valid for 10 visits to any self-directed activity or toonie-talk.

1. If participant is not on the registration list, add the person's name to the list.
Use the MSC scanner to scan the participant's SWESA Fob.
 - Ask the participant to go to Blue Quill office to pre-pay for activity or to purchase a punch pass.
 - His/her name will be placed on the following week's registration list.

2. If the participant is a non-member, add his/her email as well as phone number to the registration list. Use the MSC scanner to scan the bar code indicating Guest.
 - Ask the participant to go to Blue Quill office to pre-pay for activity or to purchase a punch pass.
3. After scanning all participants, put registration list and scanner in the Activity Host Binder.

To Use the MSC Scanner

1. The MSC scanner and a list of activity bar codes is in the Activity Host Binder.
2. Press the button on the scanner. Scan the appropriate bar code.
3. Press the button again and scan the participants SWESA Fob.
4. If the participant is a non-member, scan the Guest bar code located on the scanner lanyard.
5. After scanning all participants, return the scanner to the Binder.

Room Sanitizing

Use of Handheld Electrostatic Sprayer ("Fogger")

1. Put away or cover all coffee supplies and edible products.
2. Get the "Fogger" from the office.
3. Remove the tank from the unit by pulling the black lock that holds the tank in place, then pull the tank down and towards the front of the unit.
4. Fill the tank with the pre-mixed disinfectant (Vital Oxide). Located in the cupboard beneath the small sink.
5. Replace the tank on to the unit.
6. Press the button on the handle to start the unit. Press the button a second time to turn it off. A 20-second delay to prime the pump is possible. Hold the handle firmly while the machine is in operation to ensure optimum performance.
7. Starting in a far corner, spray the desired surfaces with an "S" shape sweeping motion. If the disinfectant accumulated on the surfaces, increase the speed of application.

8. Empty the tank at the end of each day use. Pour the surplus of disinfectant into its container, then rinse and fill the tank with hot water.
9. Put the tank back in place. Spray hot water for at least 30 seconds towards a drain. This will prevent the accumulation of residue in the internal components of the fogger.
10. Empty any water remaining in the tank and reinstall it on the fogger.
11. Return the fogger to the office. The unit should always be plugged in when stored.

Vital Oxide Safety Data Sheet and Fogger instructions are in the Activity Host Binder.