



BEVERAGE CONTAINER MANAGEMENT BOARD

## Depot FAQ's on COVID-19

### 1. With the recently announced mandatory restrictions, are depots still allowed to remain open?

The BCMB has confirmed that Depots are still considered an essential service and are part of the Government of Alberta's non-restricted business category. While this means Depots are exempt from the capacity limit of 15% occupancy set under the Alberta Fire Code for retail businesses, you must still follow [general and sector-specific guidance](#) and have enhanced infection prevention and controls in place as you have since the pandemic began.

Please also note that masks are now mandatory in all indoor workplaces across the province, except when working alone in an office, a safely distanced work space or where an appropriate barrier is in place. This applies to all employees, visitors, delivery personnel and contractors. It includes all locations where employees are present and where masks will not pose a safety risk.

### 2. Am I still permitted to reduce my hours of operation or close?

The BCMB recognizes it is still not 'business as usual' in Alberta, and that includes for depots. At this time, the relaxation of minimum hours of operation will continue until otherwise notified.

We will also continue to leave it to each depot owner's discretion to determine what is best for you, your staff and your community in regard to reducing hours or remaining closed if you have been during this time.

### 3. What do I do if I want to reduce my hours or close?

Please advise the BCMB through the Quality Monitoring System (QMS) if your depot will operate under revised hours of operation or if you will be closed to the public. **If you have already made changes to your operating hours or closed your depot and have not yet submitted a QMS ticket, please do so as soon as possible** so that your depot's hours of operation can be updated on the 'Find A Depot' website. This will help keep customers informed and will notify industry staff who may be trying to contact your depot.

A 'how-to' video for submitting a Depot Closure Notification ticket on the QMS can be found by [clicking here](#).

If you require assistance accessing your QMS account, please contact one of the following individuals:

**Alyson Klatt**  
(780) 424-3193 ext. 232  
[aklatt@bcmb.ab.ca](mailto:aklatt@bcmb.ab.ca)

**Jenn Budd**  
(780) 424-3193 ext. 222  
[jbudd@bcmb.ab.ca](mailto:jbudd@bcmb.ab.ca)

**4. What precautions should be taken when serving the public at this time?**

Depots are required to implement and maintain all Government of Alberta [policies and procedures](#) related to the pandemic. This will not change for the foreseeable future.

The BCMB recognizes that with social distancing requirements and limits on the number of people allowed in a depot at one time, lines and wait times may be longer. We are hopeful your customers will be patient and understand these measures are necessary to ensure your safety and theirs.

Our industry is also working closely with Alberta Health Services inspectors who are visiting depots. Results of inspections have been very positive to date, and the BCMB will follow up with depots on any issues that are identified by AHS inspectors.

**5. My current permit is expiring, am I still able to submit a permit renewal application?**

Yes. Permit renewal applications are being processed as normal.

**6. I am selling my business or need to amend my permit, am I still able to submit a permit application?**

Yes, if you need to submit an application for a change of ownership or an amendment to a permit, you may do so by following the instructions in the [application package](#) that can be found on our website. The BCMB will continue to process the applications as normal.

**7. Is the BCMB office still operating and what precautions are being taken in the day-to-day operations?**

With the mandatory work-from-home order, BCMB employees are continuing to work from home offices. We are following all precautions advised by government and public health agencies to maintain the health of our team and partners. We always strive to be accessible and responsive to all inquiries via phone or email. Any phone calls go directly to voicemail and are responded to within two business hours.

Our contact information and hours remain the same and can be found on the [BCMB website](#).

*February 2, 2021*