



Communicable Disease Safety Checklist

Event Services

All events booking City outdoor spaces must provide information on their Communicable Disease Planning. This Checklist was created to assist in your planning and must be approved before a permit is issued.

There is no standard document as each event has unique considerations, therefore this tool is meant to assist you through your planning process by addressing known Communicable Disease considerations. Other requirements may present themselves depending on the nature of your event.

Step 1: Assess the risks

Identify areas where there may be risks, either through close physical proximity, planned activities or through contaminated surfaces.

- We have identified areas where people may gather
- We have identified situations and/or processes that may cause physical proximity issues
- We have identified where equipment may be shared
- We have identified surfaces that people touch often

Step 2: Familiarize yourself with all Federal, Provincial & Municipal Guidelines

Look to the following for information, input, and guidance:

- We have reviewed all [BCCDC](#) and [Public Health Agency of Canada](#) guidelines and recommendations
- We have contacted [Interior Health](#) for the latest news, updates and for any medical related questions

Select and implement protocols to ensure the safety of participants. You may need to identify and implement additional protocols if the posted protocols don't address all the risks to your attendees.

Step 3: Implement Protocols

A. First Level Protection: Sanitization/Cleaning plan

Considerations – please check all that apply.

- Identify and develop a plan to increase frequency of disinfecting high touch areas such as:
 - high traffic/common areas (entrance & exit, registration table, etc.)
 - washrooms
 - high touch/shared surfaces
- Limit touch points (i.e. touchless transactions)
- Provide adequate:
 - Hand sanitization areas (including washrooms)
 - Wash basins
- Have hands free garbage bins at entrances and exits

- Remove items that are hard to keep clean
- Develop strategies to minimize handling of shared objects & ensure frequent disinfecting of these objects
- Encourage respiratory etiquette (i.e. coughing or sneezing into elbow, promptly disposing of used tissues, etc.)
- Keep washrooms clean and well-stocked with soap, paper towels and hand sanitizer
- If portable toilets are used, ensure there is hand sanitizer or washing stations with soap, paper towel and foot activated devices adjacent to the units
- Ensure gloves, disposable towels/wipes and spray cleaners, are available to workers & volunteers

Additional information:

B. Second Level Protection (administrative): Rules & Guidelines

- We have identified rules and guidelines for how attendees should conduct themselves.
- We have clearly communicated these rules and guidelines

Include means for notifying participants/attendees of the risk of Communicable Diseases and preventative measures

Considerations – please check all that apply.

- Signage displaying preventative measures
 - Social distancing and hand hygiene
- Signage displaying symptoms and response
- Ambassadors/volunteers educating attendees

Additional information:

C. Third Level Protection (administrative): Social Distancing

- We have considered participant spacing when planning the site layout.
- We have clearly communicated these rules and guidelines

Considerations – please check all that apply.

- Clearly defined event site
- Identify potential gathering areas (i.e. start or end of a race, entrance, washrooms, etc.) to reduce pinch points
- Ensure sufficient space is provided to allow comfortable distancing between attendees as needed
- Physical controls (barricades, cones, etc.) to support spacing
- Generous spacing between infrastructure (i.e. tables and chairs)

Additional information: