

All events booking City outdoor spaces must submit a COVID-19 Management Plan. This Checklist was created to assist in the creation of your COVID-19 Management Plan, which must be submitted and 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 COVID-19 requirements. Other requirements may present themselves depending on the nature of your event.

In summary, an event may only proceed if the following conditions (subject to change) are met:

- There is a COVID-19 management plan
- There is an organizer
- Access to the event is controlled
- There is sufficient space available to permit the patrons to maintain a 2-metre distance
- Patrons maintain 2-metre distance when standing or sitting (unless they reside together)
- Measures are put in place to prevent the congregation of patrons outside the place
- The site is assessed for areas where congregation may occur and measures are taken to avoid congestion
- Physical devices, markers or other methods are used to guide and assist maintaining 2-metre distance
- If tables provided, no more than 6 patrons are seated at table (even if they reside together)
- There are at least 2-metres separating other tables & chairs unless separated by a physical barrier
- If there is an officiant/presenter then 3-metre separation or a physical barrier must be present
- Hand sanitation supplies are readily available to patrons
- No person is present as a spectator at a children/youth event unless the person is necessary to provide care to the child/youth participant in the event.
- A performance, recital, or demonstration by children/youth may only be viewed virtually and not in-person
- The organizer must monitor the number of patrons present and ensure the number does not exceed maximum allowed
- If an event is in a part of a place which is completely separated from the rest of the place, and which has its own entrance and washrooms, there may be additional patrons present in other parts of the place who are not attending the event, if the total number of patrons present in the place does not exceed the maximum number of patrons permitted to be present in the place under the COVID-19 safety plan. Patrons attending an event in part of a place must not have contact with patrons in another part of the place who are not attending the event.
- If there are one or more separate premises in a place, there may be an event in each of the premises, as long as:
  - patrons attending an event do not have contact with patrons attending an event in other premises in the place, or with individuals who are in the place but not in the premises in which the event is being held;
  - there is a separate entrance to each of the premises in which an event is being held; and
  - there are separate washrooms for each of the premises.
- During an event, a patron who leaves the place in which an event is being held must not be replaced by another patron.

- Following an event, and during an appropriate interval of time before another event commences, an owner must ensure that:
  - the place is cleaned, sanitized and ventilated while there are no patrons present;
  - there is a sufficient period of time between events to permit a place to be cleaned, sanitized and ventilated without any patrons being present, and patrons leaving one event, do not have contact with patrons arriving for a subsequent event.
- Patrons must disperse immediately after an event and must not congregate with patrons who are leaving the event or arriving for a subsequent event.
- The organizer must ensure that the COVID-19 safety plan is complied with and that all conditions and requirements are met.
- The organizer must:
  - collect the first and last names and telephone number, or email address, of every patron who attends an event;
  - retain this information for thirty days, in case there is a need for contact tracing on the part of the medical health officer, in which case the information must be provided to the medical health officer; and
  - destroy the information after thirty days.

**Please build your Management Plan based on above and use the following Checklist as a guideline.**

**AM I FAMILIAR WITH ALL FEDERAL, PROVINCIAL AND MUNICIPAL GUIDELINES?**

Remember, this document includes only common considerations to help you develop your COVID management plan. It is not all-inclusive. As organizer, you are responsible for all participants and attendees. Therefore, you should be familiar with all Federal, Provincial and Municipal Guidelines.

- Ensure to you have reviewed all [BCCDC](#) and [Public Health Agency of Canada](#) guidelines and recommendations.
- Contact [Interior Health](#) for the latest news and updates and for any medical related questions

**DO I HAVE A DESIGNATED MONITOR/COVID-19 ATTENDANT?**

All Events will require a dedicated Monitor onsite responsible for overseeing and managing all onsite activities and mitigation plans as they pertain to COVID-19.

**DO I HAVE A PLAN TO CONTROL EVENT SITE, ACCESS, AND ATTENDANCE?**

It is your responsibility as organizer/permit holder to ensure onsite attendance does not exceed the maximum number of people permitted at events.

Considerations:

- Defined event site – barricades, roped off area with designated exit and entrance
- Control entry and exit points in a way that enhances flow and prevents crowding(i.e. spaced lineups, staggered arrivals, etc.)
- Designate staff at entrance/exit to control maximum allowed attendance
- Direct traffic through the site with volunteers, barricades, ropes, arrows, etc.
- Designate volunteer(s) to monitor and educate possible crowds in outside vicinity of your event site.
- Manage potential gathering areas (i.e. start or end of a race, entrance, washrooms, etc.).

## DO I HAVE A PLAN TO ENCOURAGE PHYSICAL DISTANCING?

Physical distancing means maintaining a distance of at least 2-metres between attendees who do not reside together (Officials and/or presenters must maintain at least 3-metre distances)

Considerations:

- Ensure sufficient space is provided to maintain 2-metre distance between attendees
- Physical controls (barricades, cones, etc.) to support spacing and/or prevent direct contact
- Ground marking to indicate socially distanced spacing
- Any infrastructure (i.e. tables and chairs) should be arranged & maintained a minimum 2-metres apart
- Managing onsite washroom capacity if within the event site (i.e. markers for line-ups)
- Ensure processions have adequate space to move while maintaining physical distancing
- Cancel activities that do not allow for safe physical distancing
- Provide and encourage attendees to wear face masks

## DO I HAVE A SANITIZATION PLAN?

Your sanitization plan should include a schedule for cleaning, number of staff managing cleaning, and areas to be cleaned.

Considerations:

- 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 and 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 and volunteers

## DO I HAVE A COMMUNICATION PLAN?

Include means for notifying participants/attendees of the risk of COVID and preventative measures as well as means for collecting attendee contact information. As the event organizer, you are required to:

- Collect the first and last names and telephone number of every patron who attends and event;
- Retain this information for 30 days, in case there is a need for contact tracing on the part of the medical health officer, in which case the information must be provided to the medical health officer.

- Conduct a health check of all patrons before allowing entry.

Considerations:

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

## HAVE I CONSIDERED ALL OTHER VARIABLES?

### **Personal Protective Equipment (PPE)**

We strongly recommend any onsite staff and volunteers wear PPE.

### **Performances and Entertainers**

COVID-19 can be transmitted through saliva or respiratory droplets during activities such as: singing, performing live music, drama, dancing, etc. As such, these activities are considered higher risk and require careful management.

Considerations:

- Using recorded music, or non-wind instruments such as piano or guitar
- Microphones should not be shared or disinfected between every use. This includes performers, MC's.
- Podiums should not be touched by speakers
- Consider soloist music as an alternative to multiple singers in a band
- Singers/presenters should maintain at least 3-metres from audience or have physical barrier
- Dancing should maintain physical distancing of at least 5-metres
- Games should only occur if there are no shared items and participants can maintain social distance

### **Response Plan**

In the event someone onsite is deemed potentially symptomatic, an emergency protocol is required including:

- Immediate isolation from others
- Cleaning and disinfecting all surfaces they may have come in contact with
- Require hand hygiene and masking of symptomatic person
- Contacting authorities

In the event that it is determined someone diagnosed with COVID-19 attended the event, please refer to Communication Plan Section above for attendee contact information collection requirements. It is the organizer's responsibility to create and provide a plan of action to inform attendees and/or general public of the situation and provide next steps to potential testing.