

Please ensure you have read and understood the “**Event Hosting Guidelines during COVID-19**” prior to creating your **COVID-19 Management Plan**.

There is no standard document for events as each event has unique considerations, therefore, this tool is meant to assist you through your planning process by addressing some common methods used to ensure COVID-19 requirements are met. Other requirements may present themselves depending on the nature of your event.

This information is subject to change based on the Provincial Health Office directives at the time of the event.

The Event Services Team will use this plan to determine event feasibility and will require a written document outlining your plan of the key sections below. Please provide as detailed information as possible.

## **Event Checklist**

### **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 MANAGE ATTENDANCE AND THE EVENT SITE?**

It is your responsibility as organizer/permit holder to ensure onsite attendance does not exceed **50** people. This includes all staff, volunteers, attendees, contracted workers, photographers, performers, etc.

Considerations:

- Defined event site – barricades, roped off area with designated exit and entrance
- Design entry and exit points in a way that enhances flow and prevents crowding and bottlenecks (i.e. spaced lineups, staggered arrivals, etc.)
- Designate staff at entrance/exit to keep accurate count of under 50 people. Communicate.
- 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 SOCIAL/ PHYSICAL DISTANCING?**

Social/physical distancing means maintaining a distance of at least 2 metres between attendees who are not from the same household.

Considerations:

- Physical controls (barricades, cones, etc.) to support spacing and/or prevent direct contact
- Ground marking to indicate socially distanced spacing
- Reduced seating and gathering areas.
- Any infrastructure onsite (i.e. tables and chairs) should be arranged a minimum 2 metres apart; ensure this can be maintained
- 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
- Consider removing spectators from watching to keep numbers down and maintain social distancing
- Cancel activities that do not allow physical distancing

Where physical controls are not possible or appropriate, you should consider:

- Reducing attendees in that area
- Directing traffic flow using ropes, decals, etc.
- Reservations or staggered entry
- Dedicated entry and exit
- Encourage attendees to wear PPE

**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 areas (entrance & exit)
  - common areas (registration table)
  - washrooms
  - high touch/shared surfaces
- Limit touch points (i.e. touchless transactions)
- Provide adequate:
  - Hand sanitization areas
  - 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 disposable towels and spray cleaners, or disposable wipes are available to workers, volunteers and (as necessary) to attendees to regularly clean high tough surfaces

**DO I HAVE A COMMUNICATION PLAN?**

Planning should 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, or email address of every patron who attends and event; and
- 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

Considerations:

- Prescreening assessment form or questionnaire for registered events, or at entrances to site
- Signage displaying preventative measures
  - Social distancing and hand hygiene
- Signage displaying symptoms and response
- Volunteers sharing information
- 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
- Performances that include singers – soloist or in small groups – should take the following precautions:
  - Keep singers completely separate from audience
  - Limit the number of people singing in one place to the fewest possible
  - Have people singing facing away from others or have separation
  - Use pre-prepared music instead of live
- Dancing should maintain physical distancing
  - Use tape, applicable paint, etc. to designate spaces larger than the required 2m, as dancing takes up more space (i.e. space participants 5m apart to allow movement)
  - Consider line dances, etc. which have no contact and are easy to social distance
  - Have dancers wear PPE
- 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.

**☐ 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