

# Active Living & Culture Event Guidelines for COVID-19

As of May 29, 2020

These guidelines are subject to change and will be updated as the COVID-19 situation evolves.

If you have questions after reviewing these guidelines, you can obtain more information from Event Services staff:

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## OVERVIEW

The City of Kelowna recognizes the value that events bring to our community, enhancing its vibrancy and providing significant social and economic benefits. The COVID-19 pandemic has impacted all facets of community life in a profound and unprecedented way, and the events sector is no exception. Events have not been permitted to proceed over the past few months and community organizations and event organizers have struggled with the many challenges associated with event cancellations. Re-starting this important sector is a significant aspect of our community's recovery plans.

As the Province begins to ease restrictions on activities, the reintroduction of events in our community is carefully being considered. This is a complex task that will require a thoughtful, well-calculated approach based on provincial direction. To that end, the Provincial Health Officer (PHO) has directed communities to consider three factors: a process to open safely; measures to keep people safe to avoid further outbreaks; and a "fall-back" plan in the event that a case or an outbreak should occur. Additionally, the current series of PHO recommendations are to be followed, including:

- Prohibition of gatherings of 50 or more people;
- Physical distancing of at least 2 metres;
- Frequent hand hygiene;
- Cleaning and disinfection
- Collection of contact information of all attendees and retention of the information for 30 days post event
- Self-isolations for people who have symptoms of COVID-19 for minimum of 10 days (or self-isolation for 14 days if returning to Canada from other countries).

Based on the above factors and recommendations, the City's Event Services Team has developed "guidelines for events" to support our local efforts as we begin to move forward. These guidelines will take into consideration the following items as they pertain to events:

- Safety of the public
- Provincial Health Officer (PHO) recommendations
- Preparedness of event organizers
- Operational capacity of City services
- Impact on parks & public spaces
- Community need and public desire

It is important to note that this is uncharted territory and these guidelines are subject to change and will evolve as we progress and are provided further provincial direction.

## GUIDELINES FOR EVENTS

The following COVID-19 event guidelines will be utilized for all event requests at this time. They are designed to be adaptable to align with further recommendations and/or directives set forth by the PHO and/or the City of Kelowna and are based on the following:

- City of Kelowna Parameters
- Public Health Association of Canada (PHAC) Risk Assessment Framework
- Event Application & Management Plan

It will be the event organizer's responsibility to develop a plan that demonstrates their ability to adhere to all parameters, requirements and directives as set out in the following sections.

### CITY OF KELOWNA PARAMETERS

In order to permit events in public spaces and to ensure the success of their delivery, initial parameters have been established that support PHO directives and maximize the safety of all attendees and participants. As PHO restrictions ease, these parameters will be adjusted and a broader set of allowances will be permitted accordingly. Current parameters are as follows:

- Maximum attendance of 50 people
  - This includes all participants, volunteers, attendees, officials, etc.
- No liquor services
- No food services
- Touchless transactions only (i.e. admission, fundraising, etc.)
- Maximum 3-hour event time
- Organizers need to submit a plan that will identify the management of all directives and considerations
  - Refer to the *PHAC Risk Assessment Framework* section below

Note: These parameters are subject to change and will be updated as the situation evolves.

### PHAC RISK ASSESSMENT FRAMEWORK

When planning an event, organizers should be aware of all risk considerations as listed from the [Public Health Agency of Canada](#) as these will be taken into account when vetting the request. It is highly recommended that the event organizer reviews these considerations before submitting an event application to ensure they can meet all requirements. Areas of consideration are:

- 1) Population Attending the Event
- 2) Local Demographics and Epidemiology
- 3) Event Activities
- 4) Crowding
- 5) Event Duration
- 6) Event Resources
- 7) Health System Capacity
- 8) Geographic Location

## EVENT APPLICATION AND MANAGEMENT PLAN

Event organizers will need to apply as per normal practices through the City of Kelowna's online application system. In addition to the regular application requirements, organizers will be required to develop a COVID-19 Management Plan based on Provincial and Federal directives and recommendations. Completed plans will be assessed by the City's Event Services Team and discussed with the event organizer.

The following instructions have been provided to assist event organizers in the development and implementation of their COVID-19 management plans:

- Review all [BCCDC](#) and [Public Health Agency of Canada](#) guidelines and orders
- Assign a dedicated person/team to monitor and educate mitigation measures
- Describe the communication methods that will be used to educate attendees and participants on mitigation measures (i.e. signs, announcements, etc)
- Determine if event participants and/or attendees are at increased risk of severe disease and/or spreading COVID-19
- Ensure participants are not engaging in activities that promote transmission
- Incorporate measures such as physical barriers, identification markers or spacing mechanisms that maintain at least a 2 metre distance between participants and/or attendees
- Hold all aspects of your event outside
- Design entry and exit points in a way that enhances flow and prevents crowding and bottlenecks (i.e. spaced lineups, staggered arrivals, etc.)
- Supply ample hand hygiene stations (i.e. hand sanitizers or washing sinks)
- Schedule dedicated personnel to continuously clean high-touch areas
- Consider temperature screening of participants, attendees, volunteers, officials, etc.
- Provide personal protective equipment (PPE) such as masks and gloves as required (ie.. staff, volunteers, etc)
- Collect contact information for all attendees including name and email or phone number
- Contact [Interior Health](#) for the latest news and updates and for any medical-related questions

## CONTACT US

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