



COVID-19/Communicable Disease Safety Checklist *Wedding Ceremonies*

All wedding ceremonies booking City outdoor spaces must submit a Safety Plan.

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 ceremony.

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

Step 1: Assess the risks

Identify areas where there may be risks, either through close physical proximity or through contaminated surfaces. The closer together individuals are and the longer they are close to each other, the greater the risk.

- 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:

- 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

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:

- Identify and develop a plan to increase frequency of disinfecting high touch areas such as:
 - high traffic/common areas (entrance & exit, guest book table, etc.)
 - washrooms
 - high touch/shared surfaces
- Limit touch points
- Provide adequate:

- Hand sanitization areas (including washrooms)
- 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

Cleaning protocols

Provide information about your cleaning plan. Specificity who is responsible and what cleaning protocols include (e.g. Which surfaces, tools, equipment etc.).

B. Second level protection (administrative): Rules and 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 COVID/Communicable Diseases and preventative measures

Considerations:

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

Actions

Please list your communication planning information below or provide a supporting document

C. Third level protection (administrative): Social distancing & crowd management

- We have considered attendee spacing when planning site layout
- We have clearly communicated social distancing and crowd management guidelines

Considerations:

- Signage promoting spacing
- Identify potential gathering areas and pinch points, what measures will be implemented to reduce these
- Ensure sufficient space is provided to allow comfortable distancing between attendees as needed
- Physical controls (barricades, cones, etc.) to support spacing
- Volunteers to encourage flow, distancing and breaking up crowding

Actions

Please provide more information on your site considerations for spacing.

I/We will adhere to the outlined safety plan for the duration of the ceremony, including setup and takedown.

Name: _____

Date: _____

Signature: _____

Booking ID: _____