



NEW WESTMINSTER

Outdoor Special Events

**COVID-19 SAFETY PLAN
& GUIDELINES**

Outdoor Special Event Guidelines

The COVID-19 Pandemic has changed the requirements for all gatherings and events ([Health Order](#)), impacting the requirements and scale of events. When planning an event or gathering, all new and evolving COVID-19 regulations and guidelines need to be carefully considered.

If an event is taking place on City property, event organizers must produce and provide a COVID-19 Safety Plan. It is also the responsibility of the organizer to research all COVID-19 regulations and guidelines. A COVID-19 Safety Plan Worksheet (Appendix A) has been created to assist event organizers in their planning.

Principle	Examples of Enhanced Protocols
Public Health Measure	Actions taken across society to limit the spread and impact of COVID-19. Please refer to the Gathering and Events Public Health Order.
Environmental	Physical changes in the setting that reduce the risk of exposure. Examples include the installation of barriers such as plexiglass, lineup markers (chalk, tape, cones, stickers), a single entry and exit location, limited entry, providing handwashing and/or hand sanitizing stations, setting up a defined location using caution tape, proper signage in place related to COVID protocols, the use of directional markers (chalk, tape, ropes, barriers) as needed.
Administrative	Measures enabled through the implementation of policies, procedures, training and education. Examples include establishing enhanced cleaning protocols, regular disinfection of all high touch surfaces, implementation of one-way doors or walkways, stager staff/volunteer schedules, entry controls.
Personal	Action individuals can take to both protect themselves, as well as to prevent the spread to others. Examples include washing your hands frequently, coughing into your elbow, staying home if you are sick, modeling physical distancing and hand hygiene practices.
Personal Protective Equipment	PPE is the last measure on the hierarchy of controls and should not be considered until all of the other previously noted measures have been explored. PPE is not effective as a standalone preventive measure, must be suited to the task, and must be worn and disposed of properly. Examples include the use of gloves and masks.

Appendix A



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Special Event COVID-19 Safety Plan Worksheet

General Event Information

Name of Event:	Event Location:
Event Date:	Event Time:
Organization:	Organizer Name:
Phone:	Email:
Secondary Contact:	Phone:
Description of Event:	

COVID-19 Event Safety Plan

The development of enhanced protocols must be in place to ensure public safety and reduce the potential of COVID-19 transmission. The COVID-19 pandemic and virus is an evolving situation meaning that enhanced protocols are subject to on-going change until a vaccine is produced or the Provincial Health Officer rescinds the need for Enhanced Protocols.

All governing bodies are required to meet the Province of BC Restart Plan and develop Enhanced Protocols to ensure public safety and reduce the potential of COVID-19 transmission. Examples of primary governing bodies and sources of enhanced protocols include:

[Province of BC Restart Program](#)

[ViaSport](#)

[British Columbia Parks and Recreation Association](#)

[BC Centre for Disease Control](#)

[Fraser Health](#)

[WorkSafeBC](#)

Step 1: Assess the risk at your event

The virus that causes COVID-19 spreads in several ways including droplets when a person coughs or sneezes, or by touching a contaminated surface and then touching your face. The risk also increases the closer you come to

other people, the more time you spend near them, the more people you come near and the more people that contact the same surface. When assessing the risk at your event, identify areas where there may be risks either through close physical proximity or through contaminated surfaces.

Questions to consider when assessing the risk include:

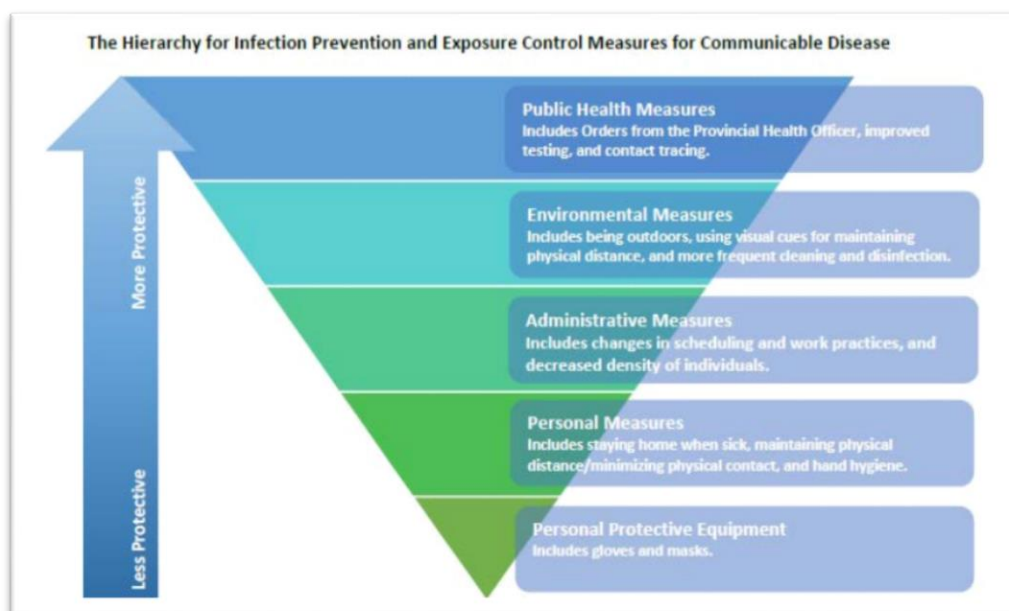
- Are there certain areas where people may gather or lineup?
- Are there areas where staff or volunteers will be in close contact with the public?
- Are there any tools, supplies or equipment that people will be sharing?
- Are there surfaces that people will regularly be touch?
- Are there any areas where it may be challenging to ensure that safe physical distancing is maintained?

Please list the areas that you have identified where there may be risks at your event.

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Step 2: Implement protocols to reduce the risks

The Province of BC, Provincial Health Officer and BCPRA have identified the following principles and actions to help reduce the transmission of infectious disease.



Please complete the chart below by listing the enhanced safety protocols that will be in place at your event.

Principle	Examples of Enhanced Protocols	Enhanced Protocol
Public Health Measure	<p>Actions taken across society to limit the spread and impact of COVID-19. Please note the following examples:</p> <ul style="list-style-type: none"> - Gatherings with more than 50 attendees for the purposes of an event are not permitted. - A log of all attendees must be collected and retained for 30 days. - WorkSafeBC recommends that buskers or street performances that attract crowds outside of a venue's controlled area should be avoided. - Physical distancing is mandated in the BC Restart Plan. 	<ul style="list-style-type: none"> <input type="checkbox"/> Please review the Gathering and Events Public Health Order to ensure that you understand the mandated requirements that must be adhered to during your room rental. <input type="checkbox"/> Please review any other applicable orders, guidance and notices below. <ul style="list-style-type: none"> Risk Mitigation Tool for Gatherings and Events Vending Markets Public Health Order WorkSafeBC Performing Arts Guidelines BCCDC Market Guidelines
Environmental	<p>Physical changes in the setting that reduce the risk of exposure. Examples include the installation of barriers such as plexiglass, lineup markers (chalk, tape, cones, stickers), a single entry and exit location, limited entry, providing handwashing and/or hand sanitizing stations, setting up a defined location using caution tape, proper signage in place related to COVID protocols, the use of directional markers (chalk, tape, ropes, barriers) as needed.</p> <p>Signs are available at the following links: Do Not Enter if you are Sick Poster Physical Distancing Poster Hand Hygiene Poster</p>	<p><i>What environmental measures will be in place at your event?</i></p> <p>-</p>
Administrative	<p>Measures enabled through the implementation of policies, procedures, training and education.</p> <p>Examples include establishing enhanced cleaning protocols, regular disinfection of all high touch surfaces, implementation of one-way doors or walkways, stager staff/volunteer schedules, entry controls.</p>	<p><i>What administrative measures will be in place for your event?</i></p> <p>-</p>
Personal	<p>Action individuals can take to both protect themselves, as well as to prevent the spread to others. Examples</p>	<p><i>What personal measures will be in place for your event?</i></p> <p>-</p>

	include washing your hands frequently, coughing into your elbow, staying home if you are sick, modeling physical distancing and hand hygiene practices.	
Personal Protective Equipment	PPE is the last measure on the hierarchy of controls and should not be considered until all of the other previously noted measures have been explored. PPE is not effective as a standalone preventive measure, must be suited to the task, and must be worn and disposed of properly. Examples include the use of gloves and masks.	<i>Please describe how PPE will be used at your event.</i> -

Step 3: Event site map

Please insert a copy of your site map below. The site map should include the following information:

- An arrow indicating the north direction
- An outline of the entire event site, including the names of all streets (if applicable)
- The location of any food trucks
- Entrance and exit locations for any events that are fenced
- Location of any temporary structures such as tents
- The location of cones, fencing, barriers and/or barricades
- The location of handwashing and/or hand sanitizing stations
- The location of any lineups that may form

You may wish to start with a map from the City Maps page:

<https://www.newwestcity.ca/discover-new-west/city-maps#interactive-maps>