

FBCA GUIDELINES FOR WRITING A COVID-19 SAFETY PLAN

A copy of your plan must be available during the event to show a Medical or Environmental Health inspector or other COVID-19 enforcement officer if requested.

Consider where the risks of spreading COVID-19 might be and how you might address them. **EXAMPLES:**

SOCIAL DISTANCING	EXAMPLES OF HOW TO LESSEN RISK
<i>How to ensure the room/building maximum number of people is not exceeded</i>	Have person counting number of people entering Monitor number of people during event
<i>How to keep 6ft/2m social distancing between attendees, including while entering/exiting event</i>	Painters' tape on floor to mark out 6ft/2m distances and/or show safe placement of equipment Temporary signage to show one-way traffic flow at doorways, hallways, or other bottleneck areas
<i>How to keep workers 6ft/2m apart during set up and take down</i>	Assign single tasks to single individuals If groups necessary, have each person work only with 1 group
<i>How to keep 6ft/2m social distancing between people seated in rows (except if in family group or "COVID bubble")</i>	Temporary markings on floor to indicate each chair space Assign person to greet attendees and show to seats
<i>What to do if unable to keep people 6ft/2m apart</i>	Wear face coverings (masks)
<i>How to keep table seating maximums at 6, and then ONLY if in same family group or "COVID bubble"</i>	Temporary markings on floor to indicate 6 chairs per table Assign person to greet attendees and show to tables
<i>How to keep people who are seated at a table 6ft/2m apart from other table groups during event</i>	Temporary markings on floor indicating approved space for each table and chair group
<i>How to safely serve and/or sell food & beverages</i>	Follow FB Community Hall COVID-19 Kitchen protocols & standard FoodSafe practices Follow BC COVID-19 guidelines for restaurants & bars
<i>How to safely administer first aid if required</i>	Have patient and first aid attendant wear face masks and other safety equipment, as necessary
<i>How to deal with any attendee who shows signs of COVID-19 during the event</i>	Wear face covering while isolating person, then call 811 or 911 depending on severity of symptoms, and follow their instructions Close all areas where sick person has been, and do not re-use until after cleaning and disinfecting Advise other attendees who may have had contact with the sick person to self-isolate and monitor for symptoms
CLEANING & DISINFECTING THINGS	
<i>Will there be enough hand sanitizers & masks available</i>	Decide if you will provide or have attendees bring their own
<i>Will you be able to follow FBCA cleaning protocols</i>	Assign one person to oversee cleaning in support of protocols
<i>Will items be shared? If so, how to disinfect between uses</i>	Assign person(s) to encourage and oversee disinfecting of shared items between uses
COMMUNICATING THE SAFETY PLAN	
<i>How to best inform all workers, volunteers, visitors, and attendees</i>	Post plan for all to read; provide copy to all workers and volunteers; meet with workers and volunteers prior to event

Write down how you will lessen each risk to your specific event. Once completed, you have your safety plan.

Resources links:

BC Centre for Disease Control <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/event-planning>

Gov't of BC: "Order of the Provincial Health officer : Gatherings and Events" available at <https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/current-health-topics/covid-19-novel-coronavirus>