The Corporation of The Town of Amherstburg

COVID-19 SAFETY PLAN* FOR
COMMUNITY PARTNERS, EVENT PLANNERS AND VOLUNTEERS

The Town of Amherstburg is providing this planning tool for you to document and implement measures to   keep employees, volunteers, patrons, and visitors safe at your event/gathering, during the COVID-19 pandemic.

This tool includes COVID-19 safety considerations and a checklist to identify measures you can take to mitigate COVID-19 risks. To use the checklist for building your plan, read each statement carefully and add a checkmark in the box for each measure you plan to take.

Your plan must be developed in accordance with health recommendation and guidance from the Government of Ontario and local Health Unit. Event Organizers will need to review the current COVID-19 provincial framework to determine the regulations you will need to implement and follow. Visit the links below to review requirements in each stage of the framework and learn how to develop a COVID-19 Workplace/Event Safety Plan.

1.)   Develop your COVID-19 workplace safety plan | Ontario.ca
2.)   https://www.ontario.ca/page/covid-19-response-framework-keeping-ontario-safe-and-open

A written copy of the Safety Plan shall be made available to any person for review on request. A copy of the Safety Plan is to be posted or stored in a conspicuous place where it is more likely to come to the attention of individuals working in or attending the location.

You can also contact the Windsor Essex County Health Unit (WECHU) with any questions you may have on health and safety protocols and recommendations. WECHU has resources for businesses and event planners to assist in posting the proper signage, assisting in developing a safety plan and providing up to date information on the status of the pandemic. Please find some of these resources below:

1.) **Pandemic Status:** https://www.wechu.org/cv/local-pandemic-status

2.) **Signage**: https://wechu.org/cv/resources-downloadable-signs

3.) Infection Protection & Control measures:

   https://www.wechu.org/cv/infection-prevention-and-control-measures

Safety Plans are not required to be submitted to the Windsor Essex County Health Unit. Plans must be made available upon request to the Health Unit, By-Law Enforcement personnel, law enforcement or any persons attending your event.

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About Your Event

Name: _____ **Type:** _____

Date(s): _____

Limiting the Number of Persons

Considerations

If organizing an event/gathering, how will you ensure the gathering limit is respected? How will you make sure the number of people in outdoor and indoor spaces promotes adequate physical distancing between persons (2 metres or more between persons) and respects the maximum number of people allowed (where applicable)?

Checklist

○ The maximum number of people at any one time in an indoor space is based on the stipulation in the current Ontario Regulation.

○ A contact-less model of service delivery has been adopted (e.g. ticket sales, souvenirs, food/beverage).

○ For events/gatherings, attendees are admitted on a first-come, first served basis, up to the gathering limit stipulated in the current Ontario Regulation.

○ For events/gatherings, the event is by invitation only (number of invitations sent as per the gathering limit).

○ For events/gatherings patrons must RSVP, pre-register or purchase advanced admission/ticket to participate (e.g. online ticket for transportation or admission).

○ Other measures: _____

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Screening for COVID-19

Considerations

How will you know if an employee, volunteer, or patron is experiencing COVID-19 symptoms? Will you use a screening checklist or self-assessment tool? Who will do the screening? Have you provided education or communication about self-monitoring of symptoms?

Checklist

○ Communication strategies are in place to remind employees/volunteers to stay home if they are experiencing symptoms of COVID-19.

○ Employees/volunteers arerequired to perform a COVID-19 self-assessment prior to arriving at their work, the event or other site.

○ Technology (e.g. social media messages, display screens, website) is used to encourage patrons to stay home if they are experiencing symptoms of COVID-19.

○ Someone is assigned to actively screen all employees, volunteers, and patrons prior to entry.

○ Those who are sick or have any COVID-19 symptoms are advised to not attend the event or employment and contact their local health unit for further guidance.

○ Signage with screening questions/symptoms is posted in any employee areas and entrances to the event.

○ Employees/volunteers are advised about who to contact (and how) to report symptoms of illness or the need to self-isolate.

○ A space has been identified where persons can be isolated from others if they develop symptoms or have been exposed to COVID-19, until they can go home safely in a private vehicle and/or undergo medical assessment.

○ Online admission tickets, registration, RSVP, or other tools direct patrons to perform a COVID-19 Self-Assessment before arriving at the event/gathering.

○ Online admission tickets, registration, RSVP, or other tools remind patrons to stay home if they are experiencing symptoms of COVID-19.

○ Other measures: _____

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For Contact Tracing Purposes

Considerations
If there is a potential case of, or suspected exposure to, COVID-19 at your event or place of business, public health will need to do contact tracing, if required. How will you be able to provide a list of person's onsite to your local public health unit upon request?

Checklist

○ Event/gathering patrons have confirmed their attendance through a registration or RSVP process, which includes their name and contact information.

○ An employee or volunteer has been assigned to record the names and contact information of patrons.

○ Other measures: _____

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Ensuring Physical Distancing:

Considerations:
How will you ensure physical distancing of at least 2 metres between people? Have event, or other activities been modified or adapted to allow for adequate physical distancing? How will you communicate with people the measures they ca take to ensure physical distancing?

Checklist:

○ Services, events, or gatherings are adapted to be held outside, while considering how to accommodate if inclement weather suddenly arises (e.g. found an alternative safe indoor space or will cancel/close).

○ Event entry or appointment times are staggered: Patrons have been assigned an admission or appointment time during registration or by other means.

○ For events/gatherings, separate entrances and exits have been identified and are clearly marked; only entry/exit is permitted through these.

○ For events/gatherings, there are separate and clearly marked entrances and exits designated for employees and volunteers.

○ Employees/volunteers have been assigned to control the flow of traffic.

○ There are impermeable barriers between patrons and employees/volunteers (e.g. plexiglass window or a booth/kiosk/cubicle higher than head height), where possible.

○ There are floor/ground markings and/or physical barriers in place to keep people 2 metres apart where it is anticipated lines will form.

○ In narrow spaces, unidirectional travel is marked with the use of visual cues like signage or taped arrows on the floor.

○ Tables and chairs are spaced at least 2 metres apart, unless separated by plexiglass or some other impermeable barrier.

○ For a seated event, empty seats are left between attendees. These are marked or roped off.

○ For a seated event, there is assigned seating (2 metres apart).

○ Limit on the number of people who may be seated together according to current Ontario Regulation.

○ For events/gatherings, singing, dancing, or cheering by patrons is not allowed, unless the current Ontario Regulation permits, following provincial guidelines. If singing or music is performed, there is a barrier between the performers and patrons.

○ If food and drinks are offered/sold, patrons will be asked to sit when eating or drinking.

○ Signage about physical distancing is posted in multiple locations.

○ Other measures: _____

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Cleaning and Disinfecting:

Considerations:
Do you have a process and supplies available to ensure cleaning and disinfecting of shared equipment, spaces, and high-touch surfaces?

Checklist:

○ Employees/volunteers have been assigned to disinfect equipment and high-touch surfaces at least twice a day (e.g. handrails, cash registers, service counter, tables and chairs, door accessibility buttons, door handles, doorknobs, light switches, washroom faucet, toilet flush handles).

○ Commonly touched surfaces and common areas that need to be cleaned and disinfected more than twice a day have been identified.

○ Chairs, tables, and furniture are made of material that are non-porous, easy to clean and disinfect.

○ Employees/volunteers have been assigned to clean and disinfect shared equipment between users (e.g. card payment machines).

○ Cleaning supplies are available for employees, volunteers, and patrons to clean and disinfect.

○ Employees/volunteers are trained to follow manufacturer's instructions regarding steps for cleaning and disinfecting, dilution, application, and contact time.

○ Patrons are advised to limit or avoid touching merchandise and/or displays.

○ When offered, programming/activities have been modified to provide a touchless experience (i.e. observation only).

○ Equipment and/or furniture that are hard to clean are not used.

○ Equipment has been replaced by no-touch equipment (e.g. no-touch waste containers and towel dispensers).

○ Signage is posted in multiple locations to remind employees, volunteers, or patrons to clean regularly touched items, or wipe equipment before and after use.

○ A cleaning schedule for employees or volunteers has been developed.

○ Other measures:_____

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Hand Hygiene, Mask use and Other Personal Preventive Practices:

Considerations:
How will you ensure that employees, volunteers, and patrons are practising good hand hygiene and respiratory etiquette? How will you communicate with people about good respiratory etiquette and handwashing recommendations? How will you communicate with people on when to use masks, proper use of masks, or how to discard single-use masks appropriately?

Checklist:

○ Portable handwashing stations (sink with water, soap, and paper towel; or alcohol-based hand sanitizer with 60% to 90% alcohol content) are provided and easy to access:
- At all entrances.
- At other prominent places (e.g. where food or beverages are served and areas where persons are in contact with objects and surfaces others may have touched).

○ Signage to remind employees, volunteers, and patrons about hand hygiene is posted at entrances and other locations.

○ Signage about the mask (face covering) requirement is posted at all entrances to indoor spaces

○ Employees/volunteers are placed at prominent locations to encourage patrons to follow good hand hygiene practices, to use a face mask and follow other preventive practices, where appropriate (e.g. entrances and washrooms).

○ Technology (e.g. social media messages, display screens, website) is used to share messages with patrons on personal preventive practices (handwashing, use proper cough and sneeze etiquette and avoid touching eyes, nose, or mouth).

○ Patrons are provided with swag encouraging personal preventive practices (e.g. hand sanitizer, face mask).

○ Other measures:

Other Considerations:

Use this space to include any additional adaptations, measures or aspect of your operation not already outlined above:

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