

Enhanced Safety Plan – User/Organizer Questions & Checklist

FESTIVALS &
SPECIAL EVENTS

Criteria - Key Considerations	Questions	User/Organizer Procedure / Plan Details (bullet points and/or attach to this document)	City of Maple Ridge INTERNAL USE
Maintaining Gathering Size Capacity Limitations and Access Control	<p>Provide and confirm plan to adhere to the maximum capacity for each space being used for duration of the event and max capacity set by public health guidelines which may include physical barriers and controls, geo-fencing, one way entry and exit, monitoring, reducing potential for crowds and passersby, cashless payment system, pre-registration etc.</p> <p>The capacity of each space in the facility/site is posted and/or identified in the info to user/organizer.</p>		<input type="checkbox"/> Y <input type="checkbox"/> N Requires more info/changes:
Emergency Procedures and Protective Equipment	<p>Provide procedures for PPE supplies, first aid, medical assistance, security, crowd management and protocol response to cases or outbreaks.</p> <p>Provide plans to shut down an event until gathering size limitation and physical distancing can be adjusted.</p>		<input type="checkbox"/> Y <input type="checkbox"/> N Requires more info/changes:
Physical Distancing of at least 2m (6 feet) and a min 5m ² of open floor space per person.	<p>Provide procedures outlining:</p> <ul style="list-style-type: none"> How will participants/spectators/attendees/staff/volunteers maintain minimum physical distance 		<input type="checkbox"/> Y <input type="checkbox"/> N Requires more info/changes:

	<p>based on type activity/use and include a site plan?</p> <ul style="list-style-type: none"> • Access and egress from facility/site including parking lot and # entries/exits. • Managing line ups, traffic flow and drop off/pick ups • Ensuring performers have necessary space on stage per industry standards. 		
Frequent Hand Hygiene	<p>Provide procedures outlining: How will you promote hand hygiene, including advising users/participants/attendees/staff/volunteers to wash hands before arrival and during event and providing hand sanitizers at entry points/sanitization stations etc?</p> <p>Confirm public washrooms or portable toilets and cleaning plans and signage. (Note drive-ins require running water as per public health guidelines.)</p>		<input type="checkbox"/> Y <input type="checkbox"/> N Requires more info/changes:
Cleaning and Disinfection and Food Handling	<p>Provide plan and confirm users/ participants/ attendees/staff/ volunteers will sanitize own equipment and have access to own cleaning supplies.</p> <p>Confirm plans for safe food handling such as pre-packaged or prepared food handling on site.</p> <p>See “Cleaning Products & Procedures” for BCCDC protocols and Fraser Health guidelines.</p>		<input type="checkbox"/> Y <input type="checkbox"/> N Requires more info/changes:

Procedure for Participants Who are Ill	Specify your process for advising users/ /participants/attendees/staff/volunteers in advance about personal health and addressing individuals exhibiting signs of illness on site.		<input type="checkbox"/> Y <input type="checkbox"/> N Requires more info/changes:
Communications Plan	<p>Provide communication plan to users/ /participants/attendees/volunteers to attend event and reinforce safety measures prior, during and after event.</p> <p>Document your safety compliance at the event (eg. notes, photos) and email to the City – culture@mapleridge.ca for reference as post event wrap up.</p> <p>The City will post policies and procedures for safety control measures inside the facility being used.</p>		<input type="checkbox"/> Y <input type="checkbox"/> N Requires more info/changes:
Training of Employees/ Volunteers	Provide evidence of training for individuals leading or supporting activities in covid19 environment, per industry requirements (ie. WorkSafeBC, de-escalation training etc).		<input type="checkbox"/> Y <input type="checkbox"/> N Requires more info/changes: