



# COVID-19 Safety Plan

## Small Events and Gatherings

---

Organizer's Name and Contact Information:

Business Name and Address:

Event Name:

Event Venue Address:

Type of Event:

Event Date and Hours:

---

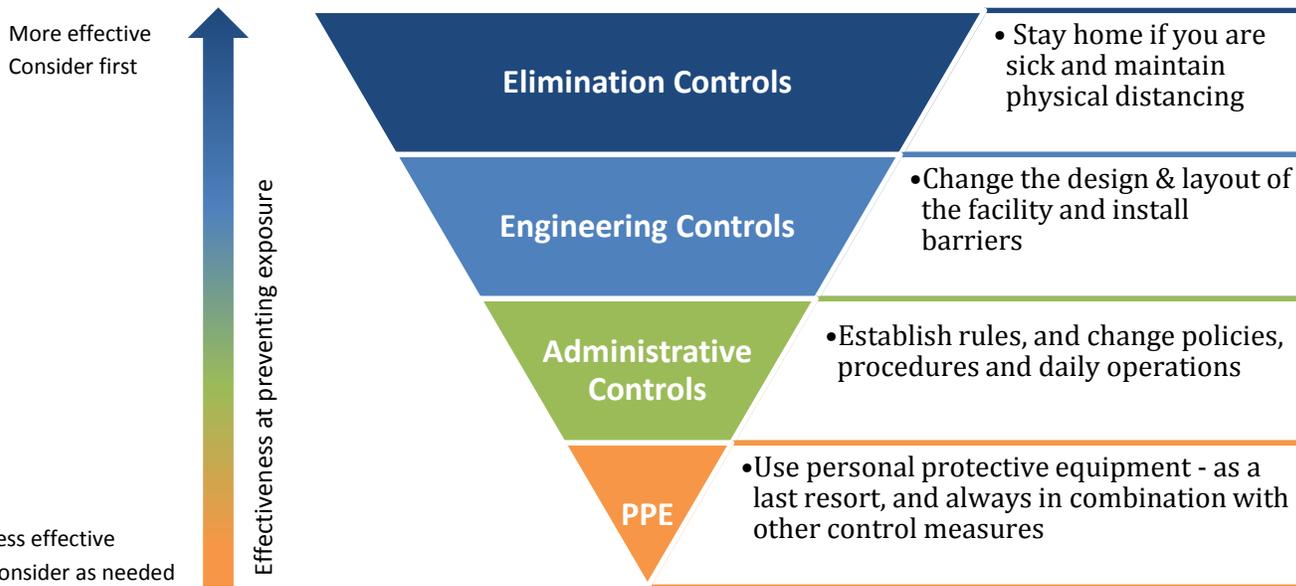
The Provincial Health Officer, Dr. Bonnie Henry, has issued a Public Health Act Order restricting gatherings, including many types of events, to no more than 50 people. A copy of the Order can be found [here](#) which details this requirement including some specific conditions for drive-in events and vacation accommodations.

Events or gatherings with less than 50 people are able to proceed; however special considerations are still required to ensure the safety of attendees during the COVID-19 pandemic. This document is to help organizers of events or gatherings think about how they can reduce COVID-19 risk at their event. Some examples of small events or gatherings are weddings, funerals, workplace gatherings, faith-based gatherings and community fundraisers or performances. It remains highly recommended that online interactions be preferred in place of in-person meetings as much as possible.

Vancouver Coastal Health (VCH) has existing resources for Event Organizers to aid in planning events [here](#). While the Public Health Act Order applies to the majority of organized events, some events do not require review by Environmental Health or are exempt from the Order. Private, invite-only events do not generally require approval from Environmental Health. Events where tickets are sold to the public or where they may enter to purchase food or personal services generally do require Environmental Health approval.

To see if your event requires approval, consult the [Temporary Event Coordinators Planning Guide](#). To submit your temporary event application or if you have any questions, contact [ehvc@vch.ca](mailto:ehvc@vch.ca)

**As the Event Organizer, you are best positioned to evaluate and address COVID-19 risks that may be associated with your event**



## Level 1: Elimination Controls

These refer to new measures that will be put in place to prevent crowding or close contact between people in the workplace. Ensuring physical distancing by reducing the number of people onsite is considered an “elimination control” in that this approach eliminates or removes the hazard (i.e. infected people) from being at the workplace.

## Level 2: Engineering Controls

These refer to new designs or modifications to plants, tools, equipment, ventilation systems, and processes that reduce the risk of exposure

## Level 3: Administrative Controls

These refer to policies and standard operating procedures at your workplace that alter the way the work is done to reduce risks. Examples include timing of work, training, housekeeping, equipment maintenance and personal hygiene practices.

## Level 4: Personal Protective Equipment (PPE)

This refers to protective gear worn by people in your workplace to reduce their contact with other people who may potentially be infected with COVID-19 (e.g. masks, gloves, face shields, eye protection).

Other resources:

[WorkSafeBC Hospitality and Covid-19 Safety](#)

[WorkSafeBC Protocols for Restaurants, Cafes and Pubs](#)

[VCH Environmental Health COVID-19 Resources](#)

## Complete all applicable fields and check all boxes that apply

### Public Health Act Order Items (*Mandatory*)

**Determining how many people are allowed at your event or gathering is critical to being able to maintain physical distancing and limit potential exposures.**

How many people, before the pandemic, would normally be allowed at the venue?

How many people, with COVID-19 prevention measures in place are going to be allowed at the venue? For drive-in events, include a count for both vehicles and guests.

How did you determine this number?

How will access to the event be controlled?

Who is responsible for managing the guest list and closely monitoring the occupancy limit? How is this being done?

Describe the washroom setup for the event.

We are ensuring physical distancing at event by:

- Prearranging seating with no more than 6 guests per table
- Planning the event space to accommodate safe physical distancing (to space attendees or attendee groups 2m apart)
- Limiting communal activities or games with high levels of contact
- Monitoring and limiting the amount of people using the washroom at one time

Is there a live performance or presenter at this event?

Yes  No

If yes, describe the setup of the performer or presenter and how they will stay at least 3 meters from patrons:

**Retaining contact information after your event ensures Public Health can contact them quickly in case of a potential exposure.**

We will ensure adequate record keeping and follow-up by keeping guest information for at least 30 days post-event

How is this information being collected and recorded?

**Is your event taking place in a food service establishment or licensed premises? These include restaurants, coffee shops, cafes, cafeterias, and food primary liquor establishments such as pubs, bars, lounges, nightclubs, and tasting rooms.**

Yes  No (if No, skip to the following page)

Will there be other patrons on the premises that are not attending this event, such as for regular dining or drink service?

Yes  No

If yes, are event patrons completely separated from other patrons, including a separate washroom and entrance?

Yes  No

- Patrons will not be replaced by other patrons once they leave the premises
- For multiple events happening on the same day, there will be at least one hour between them where no patrons are present so that cleaning and sanitizing of the space can occur

## Before the Event

### Preventing those who are sick from attending your event greatly reduces the risk of COVID-19 transmission.

We are encouraging prospective guests to stay home if experiencing symptoms through:

- Communicating “stay home if sick” messaging to guests prior to the event
- Posting signage requesting guest self-screening at entrance
- Providing video recording, or internet broadcasting, of event for individuals unable to attend

Describe how “stay home if sick” messaging will be communicated to guests:

We will establish a contingency plan by:

- Establishing a procedure to help sick guests leave the event as soon as possible
- Becoming aware of local hospitals and health facilities in the area
- Identifying actions to take if the event is postponed or cancelled
- Ensuring staff and volunteers are able to explain event precautions and handle disruptive attendees

The procedure if a guest is identified as having symptoms is:

We will prepare a PPE kit for the event, and including:

- Masks – How many?
- Gloves – How many?
- Telephone number for the local ED:

Are you doing anything else in preparation for the event not mentioned above?

***For religious gatherings***, how have you modified practices to lower the risk of transmission? Consider limiting person-to-person contact with faces and hands, or the sharing of cups and vessels.

## During the Event

**Organizing the venue well and keeping it clean can make your event proceed smoothly and display to your guests that you have taken steps to reduce their risk.**

We have modified the flow of guests at the event by:

- Placing signs to remind of physical distancing throughout the venue
- Installing markers on ground to outline proper spaced entry to event, including pre-event line-ups and areas of potential crowding
- Labelling and indicating movement around the main event room
- Planning and labelling designated directions for common areas, with signage or paths on the floor/ground
- Separating entrance and exit paths

We will promote cleaning and hygiene at the event by:

- Providing washroom facilities with running water, soap, and a sanitary means for drying hands
- Encouraging guests or members to greet each other with a smile and a wave as opposed to a hug or handshake
- Establishing cleaning procedures for frequently touched objects like microphones or podiums
- Eliminating hand-to-hand exchanges such as receiving lines, diploma exchanges, handshakes before speaking and high-fives
- Advising guests to observe respiratory/cough etiquette at event

Describe how you will limit communal activities and hand-to-hand exchanges at your event:

A **pre-event safety briefing** email, mailout and/or speech to inform guests of event safety policies is a useful way to streamline communication. Please be mindful of various educational, lingual, and cultural differences in guests.

Who will conduct the **pre-event safety briefing** and when will they do it?

Describe the areas where signage has been posted:

Where have you placed hand sanitizer throughout the event venue?

Do you have a place to isolate guests if they become ill at the event? Where is it?

Are you doing anything else during the event not mentioned above?

## Personal Protective Equipment (PPE) Controls

The first three levels of controls will minimize COVID-19 transmission at small events. Event organizers should stock personal protective equipment on-site in case of an emergency situation where a guest becomes sick at the event and requires isolation and/or medical attention. **An event participant developing symptoms should be supported to leave promptly, provided with a mask, and separated from others if they are not able to immediately leave the venue.**

A small package of clean disposable masks may be obtained. Event organizers should don a mask to help sick attendees and when providing ill attendees PPE.

Describe the Personal Protective Equipment plan in place for your event: