



Safety Plan Overview Checklist for Special Events

Organizers can use this checklist to make sure their COVID-19 Safety Plan contains key elements to help protect workers, volunteers, clients, and the public.

Reference related regulations and requirements

Verify any provincial or local regulations for special events.

- [Government of Canada](#)
- [Province of Ontario](#)
- [City of Ottawa](#)
- [Ottawa Public Health](#)
- [Bylaw and Regulatory Services](#)
- [Recreation Cultural and Facility Services](#) (If event is on City of Ottawa property)

Assess the Risk

Use these two tools to perform a general risk assessment for your event taking into consideration the venue, the activities, event personnel and your guests or visitors.

- [Occupational Health and Safety Sample Risk Assessment Form](#)
- [Reducing COVID-19 risk in community settings - a tool for operators](#)

Choose Safer Options

Transmission of COVID-19 is possible before, during and after events and activities. Precautions are required to reduce the risk of transmission while enabling participation to occur.

Adapt or Modify your Event

- Adhere to any current provincial or local guidance for restrictions or regulations
- Modify/Adapt activities to reduce the risk of the potential spread or transmission of COVID-19
- Implement your own internal policies (that align with the Provincial and local regulations) for the protection of their staff, volunteers and guests attending a special event.

Eliminate or reduce contacts

Closed spaces, crowded places and close contacts increase the risk of the spread and transmission of COVID-19 therefore your [safety plan](#) should have protocols to mitigate this.

- Set up processes for contactless transfer of items where possible.
- Increase physical distancing where possible
- Limit capacity to encourage physical distancing and crowded places

Decrease the risk when contacts are necessary

Screening & Documentation

- Actively screen staff and volunteers before the start of each shift using either the [Online COVID-19 screening tool](#) or the [Printable COVID-19 screening tool for employees](#).
- Perform a passive screening of attendees prior to entering the event by using the [Self Screening Poster](#) at the door, or encouraging the use of the [Customer QR Scan Screening tool](#).
- Develop a tracking system for all workers, volunteers, vendors, performers, and guests for contact tracing.
- Be prepared for when workers, volunteers or guests must [self-isolate](#) and plan for how you will:
 - Manage operations without them
 - Support workers who must self-isolate
 - Have a protocol for on-site isolation and safety leaving the venue

Ensure physical distancing can be maintained.

- Limit the number of people in the space.
- Free up more space by using all available indoor and/or outdoor areas of the facility/venue.
- Rearrange or remove furniture and fixtures to maximize and maintain separation.
- Install shielding barriers (plexiglass) where practical.
- Keep 2m between people.
- Assign workers/volunteers to workstations that are at least 2m apart.
- Place floor markings to show people where to line up inside and outside.
- Schedule tasks, shifts, and breaks to reduce the number of people in the same spaces and how long they are there.
- Schedule guests/visitor's arrival, event times, departures to reduce the number of people in the same spaces and duration of time they are there.

Hand Hygiene

- Have [hand hygiene](#) stations available at entrances, exits and throughout the premises and encourage all individuals to perform hand hygiene when entering and leaving the premises.

Use Masks

- Require masks for all employees, volunteers and guests aligned with any [provincial requirements](#).
- Provide instruction and supervision to ensure all workers/volunteers [wear masks properly](#) and consistently, including rules for while eating and drinking.
- Select [appropriate masks for your workers](#).
- Ensure clients/patrons [wear masks properly](#) and consistently.
 - Consider providing or selling masks for those who don't have one.
 - Instruct supervisors/employees on how to enforce masking.
- Consider providing service in alternative ways to customers who [cannot wear a mask](#), if policies allow entry into the event.
- Ensure workers wear appropriate COVID-19 [personal protective equipment \(PPE\)](#) for all tasks where the worker is or may be within 2 m of an improperly or unmasked person.

Increase fresh air

- Maintain [ventilation systems](#) according to manufacturer's instructions.
- Adjust systems to increase the amount of fresh air and reduce recirculation.
- Keep windows and doors open as much as possible, weather permitting
- Use outdoor spaces whenever possible.

Promote cleaning and disinfection

- Schedule regular cleaning/disinfection of high-touch surfaces, common areas and shared items.
- Specify products that can be used for cleaning and disinfection and train workers on their safe use and disposal.
- Provide access to soap and water and alcohol-based hand sanitizer
- Require everyone to clean their hands before entering the facility/venue.
- Require workers to clean their hands frequently and whenever needed.

Food and Beverage Service

- Refer to [Ottawa Public Health's Food Safety webpage](#) and [Guidelines for Reopening Your Food Establishment](#).
- Refer to the City of Ottawa's Business Information Officer for details on required licences and permits [here](#).

Food Service best practices to follow are:

- Thorough [hand washing](#) is required before and after food handling.
- While using food preparation and service areas, wear a mask and maintain 2-meter distance from others where possible.
- Consider individually packaged foods, single-serve condiments, packaged utensils, disposable napkins.
- When serving hazardous food, consider pre-cooked foods to reduce the risk of improper cooking and foodborne illness.
- Keep extra cooking utensils to ensure clean utensils are used.

- Ensure review of OPH's requirements for hand sinks and utensil washing sinks under requirements for food vendors at special events (noted above).
- If serving via a line-up system, all people must be appropriately physically distanced and wearing masks. Implement a system to limit congregation such as staggering pick-up times.
- Provide hand sanitizer and appropriate signage that instructs patrons to perform [hand hygiene](#).
- Venues should be set-up to ensure physical distance of at least 2 meters between patrons from different tables, unless separated by plexiglass or some other impermeable barrier.

Bar Service best practices to follow are:

- Recommend a seated service approach
- If bartended via a line-up system, all people must be appropriately physically distanced and wearing masks.
- Refer to the City of Ottawa's Business Information Officer for details on required licences and permits [here](#).

Party Safer

If you are an event organizer, volunteer, staff or are attending an upcoming event, we encourage you to party safer! Please visit [The Link](#) and [Stop Overdose Ottawa](#).

Have a plan and communicate clearly

Communicate with employees and all event personnel

- Post signage for workers and others about:
 - Physical distancing
 - Capacity limits
 - Screening & self-assessment
 - Wearing masks
 - Breaks
 - Hand hygiene
 - Vaccination
 - Use multiple ways to provide information including announcements, signage, social media and decals.
- Provide training for workers and others about:
 - The COVID-19 & Event Safety Plan
 - Protocols
 - PPE and [proper putting on, taking off and maintenance/care of masks](#)
 - Safety and emergency plans
- Communicate your [workplace vaccination policy](#) to all employees and volunteers. Ottawa Public Health strongly recommends that all Ottawa employers implement workplace vaccination policies for staff to reduce the risk of COVID-19 transmission
- Consult [O. Reg. 364/20](#) to see if your event will need to confirm vaccination status before permitting entry. If proof of full vaccination is required in your setting, ensure that

everyone is aware of the requirement, and that you have a process in place to verify proof of vaccination prior to entry into the event. The details of this regulation and how to implement it are outlined in the [Proof of Vaccination Guidance for Businesses and Organizations under the Reopening Ontario Act](#). For clarification on the new regulations, please consult the [Q&A document](#) released by the province.

- Communicate the risks of COVID-19 exposure and transmission associated with hosting in-person events, as well as the details of the event's [safety plan](#) to mitigate these risks.

Maintain your event safety plan including public health measures for COVID-19

- Have a process for monitoring, keeping up with and sharing new provincial and/or local public health and workplace safety requirements.
- Develop a written safety plan
 - Include how to address new risks introduced by new measures
- Post your safety plan and make it available upon request, and as required.
- Train workers on measures and procedures in the plan
- Ensure supervision of the measures and procedures is included in the plan.
- Monitor and ensure your instructions are being followed.
- Add COVID-19 measures and procedures to any other checklists or systems for safety or inspections.

Collect information and report as required

- Track information about close interactions within your organization and event as it may be requested by the local public health unit for contact tracing.
- Know when and how to report using the [COVID-19 Community Reporting Tool](#) or [Reporting Exposures of COVID-19 in Workplaces](#)
- Know how and when to report to the Ministry of Labour, Training and Skills Development and the [Workplace Safety and Insurance Board](#). (for employees).

**** This checklist does not replace the Occupational Health and Safety Act and its regulations and should not be used as or considered legal advice. Health and safety inspectors and employment standards officers apply the law based on the facts in the workplace.**

It is important to note that although measures can be taken to ensure participation is as safe as possible, there will still be a risk for COVID-19 when attending an in-person event. Event organizers and attendees all have a responsibility to assess the risks associated with their attendance, and to develop a [safety plan](#) to mitigate these risks. These include implementing and adhering to measures that reduce the risk of infection among all those who participate in activities, including facility staff, volunteers, and attendees. Everyone has a role to play in remaining [Social Wise](#) when participating in activities outside the home and it is important that participating staff, volunteers and families are aware that they are still at risk while participating.

Ottawa Public Health advocates for individuals to be responsible and make sound and informed decisions as to whether they engage in various activities. We also recommend that this

information is relayed to all involved and their provision of consent is included as part of the organization's event communications.

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