



COMMUNICABLE DISEASE AND COVID-19 PREVENTION

FACILITY AND PARKS RENTAL GUIDELINES GATHERINGS AND EVENTS

November 2021

1.0 GUIDING PUBLIC HEALTH PRINCIPLES

- ✓ A person must not permit a place to be used for, organize or be present at an event, except in accordance with current Orders of the Provincial Health Officer, regional public health restrictions, WorkSafeBC and other relevant Ministerial Orders or public health directives;
- ✓ A person infected with the SARS-CoV-2 virus can infect other people with whom the infected person is in contact;
- ✓ Social interactions and close contact between people are associated with increases in the transmission of SARS-CoV-2, and increases in the number of people who develop COVID-19 and become seriously ill;
- ✓ People spending time together indoors increases the risk of the transmission of SARSCoV-2 in the population, thereby increasing the number of people who develop COVID19 and become seriously ill – gathering outdoors presents less risk of exposure and transmission;
- ✓ Gatherings and events which involve large numbers of people continue to pose a risk of promoting the exposure and transmission of SARS-CoV-2, and increasing the number of people who develop COVID-19 and become seriously ill;
- ✓ The Province continues to experience transmission of SARS-CoV-2, and to be at risk of cases of infection, and clusters and outbreaks which can increase the incidences of serious disease leading to hospitalizations, intensive care admissions and deaths;
- ✓ Virus variants of concern which are more transmissible and have the potential to cause more serious illness, including among younger populations, are present in Canada and the Province, and have heightened the risk to the population; and

- ✓ There continues to be a need for public health measures to be in place for the purpose of reducing the risk of exposure and transmission of COVID-19 and other communicable diseases when people are gathered together.

2.0 BACKGROUND

Aside from the current Order of the Provincial Health Officer with respect to *Gatherings and Events*, the Medical Health Officer for the Fraser Health Authority also issued a Gatherings and Events Order for the “Fraser-East” health service delivery area which in some cases is more restrictive. The “Fraser-East” Order applies to the communities of Abbotsford, Chilliwack, Mission, Hope, Agassiz-Kent, Harrison Hot Springs and the surrounding unincorporated areas of the Fraser Valley Regional District. **Both Orders must be read in context with each other – the more restrictive provisions of either Order are in place in the Fraser-East health service delivery area.**

The Fraser-East Order was put in place on September 28, 2021 as a result of escalating COVID-19 case counts and hospitalizations which are attributed to lower vaccination rates in the Fraser-East health service delivery area.

Both Orders set out proof of vaccination requirements for indoor and outdoor gatherings and events.

Swimming Pools, unless the location of an event, are generally exempt from the proof of vaccination requirement.

Reference Appendix 1 – Proof of Vaccination Requirements Table.

3.0 PURPOSE

The *FVRD Facility Rental – Gatherings and Events Guideline* set out the current procedures and protocols for anyone wishing to rent a FVRD Facility or Park for an indoor or outdoor event.

4.0 AUTHORITIES

- ☑ *Order of the Medical Health Officer - Gatherings and Events Regional Measures [COVID-19] Order for Fraser Health Authority dated September 28, 2021.*

<https://www.fraserhealth.ca/-/media/Project/FraserHealth/FraserHealth/Health-Professionals/MHO-updates/FHA-Regional-Measures-Order--Fraser-East--Sept-28-2021.pdf?rev=5f50f48b2990469e965865f78000b67e>

- ☑ *Current Order of the Provincial Health Officer – Gatherings and Events Order.*

<https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-order-gatherings-events.pdf>

- ☑ WorkSafeBC

- Province and Regional Restrictions – Province of British Columbia

<https://www2.gov.bc.ca/gov/content/covid-19/info/restrictions>

5.0 APPLICATION

This Guideline applies to all facility and parks rentals in the Fraser Valley Regional District.

DEFINITIONS

Event means:

- a. an organized seated or standing gathering of more than **10 participants in an inside place, or more than 50 participants outdoors** for the purposes set out in both *Gathering and Events Orders*, and includes the following types of events:
 - ✓ ticketed and unticketed events;
 - ✓ social
 - ✓ entertainment
 - ✓ dancing
 - ✓ musical, concert, choral, symphony performance
 - ✓ theatrical production
 - ✓ recreational
 - ✓ gambling
 - ✓ arts or crafts
 - ✓ business purposes
 - ✓ lecture, presentation
 - ✓ workshop
 - ✓ wedding reception
 - ✓ funeral reception not at a funeral home
- b. an organized gathering of **any number of participants in an indoor place, or 50 participants outdoors** for the purpose of an adult sports activity, an adult exercise or fitness activity or class, or an adult dance class;
- c. a sports event in an inside place; and
- d. a program for children or youth in an inside place.

Fully vaccinated means a person who has received two doses of a vaccine.

Organizer means the person responsible for organizing an event and the person who acts as host at any event and includes a person in charge of a place where an event is held.

Owner means an occupier, operator or person otherwise responsible for a place.

Participant means a **person present at an event including a spectator**, but does not include an organizer, event staff member, official, volunteer, officiant, or any other person who is acting in an official or service capacity, or a paid performer player or athlete.

Photo identification means one of the following:

- a) a photo BC Services Card within the meaning of the Identification Card regulation;
- b) a driver's licence, issued by a government of a province of Canada and including a photograph of the holder;
- c) a certificate of Indian Status;
- d) a Métis Nation British Columbia citizenship and identification card;
- e) a passport attesting to citizenship or other national status, issued by a government of any jurisdiction and including a photograph of the holder;
- f) another form of identification, issued by a government of any jurisdiction, including a photograph of the holder; or
- g) United States military identification card.

Photo identification is not required for persons 18 years of age or younger.

Place means in relevant part a conference room/hall, recreation centre, work-out gym, exercise facility, recreational facility arena, or tent.

Program for children or youth means a structured educational program, including home education or distributed learning, music, art, drama, dance, recreational, exercise or social activity sponsored by an adult and provided primarily for persons under 22 years of age.

Vaccine card means the form of proof of vaccination set out below:

- a) in the case of a person who is more than 18 years of age, photo identification and proof in one of the following forms that the holder is vaccinated:
 - i. electronic proof or a printed copy of an electronic proof
 - (A) issued by the government in the form of a QR code, accessible through the "BC Services Card" electronic online platform, and

- (B) showing the name of the holder;
 - ii. proof in writing, issued by the government for the purpose of showing proof of vaccination in accordance with orders made under the Public Health Act;
 - iii. a type of proof, whether electronic or in writing, that is issued
 - (A) by the government of Canada or of a province of Canada, and
 - (B) for the purpose of showing proof of vaccination in accordance with an order made in the exercise of a statutory power with respect to the protection of public health or the facilitation of international travel;
- b) in the case of a person who is 12 to 18 years of age, proof in a form referred to in paragraph a) (i), (ii) or (iii).

6.0 GENERAL REQUIREMENTS FOR FACILITY-PARK RENTALS

- 6.1 **STAY HOME IF SICK** - Persons who are sick or who exhibit symptoms of COVID-19 or other communicable diseases should stay home and not attend any FVRD Workplace, Park, Facility or sanctioned event.
- 6.2 **MASKS ARE MANDATORY** in public indoor spaces for all persons age 5 and older.
- 6.3 Any person, organizer or organization who wishes to rent, organize or host a gathering or event at a FVRD facility or park must consult with facility staff to determine whether the rental or use constitutes an “event” and is permissible under current public health Orders.
- 6.4 Any person, organizer or participant that rents or uses an FVRD facility must abide by all FVRD facility protocols and all current public health directives, and must recognize that such protocols and public health directives are subject to change on short notice.
- 6.5 A User Group Rental Agreement must be entered into prior to the rental of a FVRD facility or park.
- 6.6 Access to any Fraser Valley Regional District workplace by a user-group is strictly limited to the provisions set out under *User Group Rental Agreements*.
- 6.7 User groups are required to have their own COVID-19 Safety Plan in place as a condition of use:
- Sports related User Groups are required to have a COVID-19 Safety Plan in place that meets their respective Provincial Sports Organization; or ViaSport *Return to Play* if the user group does not fall under a Provincial Sports Organization
 - Non-Sport Related User Groups are required to have a COVID-19 Safety Plan that meets the BCRPA – Non-Sport Group Template attached as Appendix 6

6.8 User Groups will ideally appoint a COVID-19 Safety Ambassador – this person should have a visible presence during a user-group program and will be responsible for ensuring that masking, proof of vaccination and capacity limits are complied with in accordance with current provincial health directives.

6.9 ***User-groups that do not comply with, and fail to enforce provincial health directives and Fraser Valley Regional District COVID-19 protocols may have their Facility Rental Agreement revoked which will result in the loss of use of the facility***

7.0 PROOF OF VACCINATION REQUIREMENTS FOR EVENTS – PERSONS 12 YEARS AND OLDER

7.1 A person must not organize, host, attend, officiate at or permit a place to be used for an **event**, as defined above, unless all participants age 12 and older have been fully vaccinated. Reference Appendix 1 - *Proof of Vaccination Requirements Table* for events relating to the Hope and District Recreation Centre. Persons under the age of 12 do not need to show proof of vaccination at an event.

7.2 Organizers and participants must comply with their respective obligations for obtaining and providing proof of vaccination in the form required under Part D (Proof of Vaccination) of the current *Order of the Provincial Health Officer – Gatherings and Events Order*.

7.3 The owner of a place where an event is to be held must calculate the maximum number of participants who can be accommodated safely at the event and the organizer of event must monitor the number of participants present at an event and ensure that the number of participants does not exceed the maximum number documented in the COVID-19 safety plan and as set out elsewhere in this Guideline.

7.4 The organizer of an event must:

- a. collect the first and last names and telephone number, or email address, of every participant at an event – sample *Event Participant Log* attached as Appendix 2;
- b. retain this information for thirty days, in case there is a need for contact tracing on the part of the medical health officer, in which case the information must be provided to the medical health officer within 24 hours of request; and
- c. destroy the information after thirty days.

7.5 The organizer of an event must ensure that the Fraser Valley Regional District COVID-19 Safety Plan is complied with and that the proof of vaccination requirements for events are complied with in accordance with Part D of the current Order of the Public Health Officer – *Gatherings and Events*, namely:

- a. An organizer must obtain proof of vaccination in the form of a vaccine card that a participant has received two doses of vaccine; and a participant must provide an organizer with proof in the form of a vaccine card of having received two doses of vaccine;
- b. An organizer must not permit a participant who has not provided the organizer with proof in the form of a vaccine card of having received two doses of vaccine to enter or remain in a place for the purpose of an event, nor shall a person who has not submitted proof of vaccine in the required form enter or remain in a place for the purpose of an event;
- c. If an event takes place on more than one day, the proof of vaccination requirements apply on each of those days.
- d. An organizer must not scan the QR code on a vaccine card, or paper record of vaccination, with any tool other than a *BC Vaccine Card Verifier App*.
- e. An organizer must not retain proof of vaccination or identification provided by a participant for any other purpose than to confirm that a participant has been vaccinated in accordance with provincial health Orders.

7.6 Reference Appendix 3 for additional information pertaining to how organizers may obtain proof of vaccination.

8.0 PROGRAMS FOR CHILDREN OR YOUTH – PROOF OF VACCINATION REQUIREMENTS

8.1 Proof of vaccination **NOT REQUIRED** for a person under 12 years of age or a person 12-21 years of age who is participating in a program for children or youth or sports event.

8.2 Proof of vaccination **REQUIRED** for an adult who is leading, supervising or assisting with a program for youth or children. An adult means a person 19 years of age or older who is not a worker.

8.3 Proof of vaccination **REQUIRED** for all people, including Parents/Caregivers, who attend a program for children or youth if there are more than 10 people - spectators in attendance at an indoor place, or 50 people - spectators in attendance at an outdoor place.

9.0 INSIDE EVENTS

9.1 Where the proof of vaccination requirements are met:

- ✓ Up to 100% of the seated operating capacity of a place may be used for the purpose of a seated inside event;

- ✓ Up to 100% of the standing operating capacity may be used for the purpose of a standing inside event; and

9.2 Organizers must comply with Part C of the current Order of the Provincial Health Officer – *Gatherings and Events* as set out in Appendix 4.

10.0 OUTSIDE EVENTS

10.1 Where proof of vaccination requirements are met:

- ✓ No more than 5,000 persons, or 50% of the seated operating capacity of a place, excluding event staff, whichever is greater, may be present at an **outside event**.

10.2 Organizers must comply with Part B of the current Order of the Provincial Health Officer – *Gatherings and Events* as set out in Appendix 5.

11.0 CAPACITY LIMITS FOR GATHERINGS AND EVENTS – MAXIMUM NUMBER OF PARTICIPANTS ALLOWED

The organizer of an event is responsible for monitoring the number of participants that are present at an event and must ensure that the number of participants at an event does not exceed the maximum number documented in this Guideline and the FVRD COVID-19 Safety Plan.

Facility	Indoor Maximum	Outdoor Maximum
Hope Arena Bleachers	142 seated spectators	N/A
Pool Viewing Area Dan Sharrers Aquatic Centre	10 seated spectators	N/A
Conference Centre Dan Sharrers Aquatic Centre	70 – seated with tables 143 – seated without tables	
Mezzanine Dan Sharrers Aquatic Centre	40 – seated at tables 125 – seated without tables	
Mezzanine Meeting Room Dan Sharrers Aquatic Centre	7 – seated at tables 21 – seated without tables	
Regional and Community Parks	N/A	Park specific depending on the event – confirmed at the time of booking

12 OTHER EVENTS

- 12.1 Fairs, festivals, trade shows and stand up receptions can return to normal operations with a Communicable Disease Plan in place – these are deemed to be “flow-through events”.
- 12.2 There are no capacity limits or restrictions on indoor or outdoor religious gatherings and worship services.
- 12.3 Indoor high and low intensity exercise, Adult and Youth Group and Team Sports, pools, skating rinks and recreation facilities may operate subject to proof of vaccination requirements and capacity limits for events.

INQUIRIES

Questions with respect to this Guideline should be directed to 604-702-5000 or toll-free at 1-800-528-0061 or to the operations listed below:

PARKS

parks@fvrld.ca

RECREATION

leisure@fvrld.ca

604-869-2304

Visit our website at www.fvrld.ca

APPENDIX 1

Updated November 2, 2021

PROOF OF VACCINATION REQUIREMENTS TABLE

*Order of the Medical Health Officer for Fraser Health dated September 28, 2021
Gathering and Events Regional Measures [COVID-19]*

Order of the Provincial Health Officer dated October 25, 2021 - Gatherings and Events Order

ACTIVITY-PROGRAM	PROOF OF VACCINATION REQUIRED PERSONS 12 YEARS OF AGE AND OLDER
PROGRAMS FOR CHILDREN OR YOUTH	
*Proof of vaccination NOT REQUIRED for a person under 12 years of age or a person 12-21 years of age who is participating in a program for children or youth or sports event.	
Proof of vaccination REQUIRED for an adult who is leading, supervising or assisting with a program for youth or children. An adult means a person 19 years of age or older who is not a worker.	
Proof of vaccination REQUIRED for all people, including Parents/Caregivers, who attend a program for children or youth if there are more than 10 people - spectators in attendance.	
Club Child	No*
Day Camps	No*
Teen Gym	No*
Swimming Lessons	No*
Swim Club	No*
Swim School Program	No*
Minor Hockey	No*
Figure Skating	No*
EXERCISE AND FITNESS - Adult or Mixed Ages Any number of people in attendance	
Weight Room	Yes
Cardio Room	Yes
Fitness Classes	Yes
Personal Training	Yes
POOL	
Aquafit	No
Public Swim	No
Lane Swim	No
Swimming Lessons - Adult	No
Swim Meet - Event	Yes – if more than 10 people
Pool Viewing Area	No – if 10 people or less

ACTIVITY-PROGRAM	PROOF OF VACCINATION REQUIRED PERSONS 12 YEARS OF AGE AND OLDER
Pool Viewing Area	Yes – if more than 10 people
ARENA	
Public Skating	Yes
Parent and Tot Skate	Yes
Family Casual Hockey	Yes
Adult Hockey	Yes
Adult Drop in Hockey 55 years +	Yes
Casual Drop in Hockey – Mixed Ages	Yes
Adult Shinny	Yes
Adult Public Skate	Yes
FACILITY RENTALS	
Rental Specific	Assessed at the time of application

Age 12 and over – anyone born in 2009 or earlier

Age 22 and over – anyone born in 1999 or earlier

*Face Coverings [Masks] are **required in all indoor public spaces** for ages 5 and over except when participating in an exercise activity or sport. Spectators must wear masks. Exemptions from wearing a face covering [mask] are set out in the Order of the Provincial Health Officer – Face Coverings [COVID-19] dated October 29, 2021*

**APPENDIX 2
EVENT PARTICIPANT LOG**

DATE OF EVENT _____

TYPE OF EVENT _____

NAME OF ORGANIZER _____

Please print neatly

First Name	Last Name	Telephone Number	Email Address

APPENDIX 3

Additional information pertaining to how organizers may obtain proof of vaccination

PHOTO ID FOR PERSONS 19 YEARS OF AGE AND OLDER

After verifying proof of vaccination, you must also review photo ID. By reviewing photo ID, you match the name listed on the BC Vaccine Card or other form of proof of vaccination with the person you are verifying.

Accepted forms of valid government **photo ID**:

- B.C. driver's licence or BC Services Card
- Passport [any country]
- Certification of Indian Status
- Métis Nation BC Citizenship-ID Card
- Other discretionary forms of photo ID, issued by a government of any jurisdiction
- **Photo ID does not need to be checked for Youth aged 12-18.**



When names don't match

Some people may have their legal name on their vaccine card and a preferred or common name on their photo ID. You may also ask for a secondary piece of ID **at your discretion**. Secondary Piece of ID examples:

- Bank card
- Birth certificate from foreign country
- Canadian Forces ID
- Correctional service conditional release card
- Credit
- Department of National Defence 404 driver's licence
- Driver's licence (Canadian or U.S.)
- Employee ID card with photo
- Foreign Affairs Canada or consular ID
- Health card issued by a Canadian province/territory
- Certificate of Indigenous Status
- Nexus card
- Parole certificate ID
- Pleasure craft operator (Boating licence - Canadian)
- Police identification
- Possession and Acquisition Licence (PAL)
- Social insurance card (newer cards without a signature strip are not accepted)
- Student card (school ID)

Verifying Out-of-Province Proof of Vaccination

We may have people who are not from B.C. accessing our facility. They must follow the same requirements and provide proof of vaccination and ID.

Follow the same 2 steps, verify proof of vaccination and review ID for a name match.

People from other provinces or territories

People from other Canadian provinces or territories must show:

- Officially recognized vaccine record from another province or territory
- Valid government photo ID

International visitors

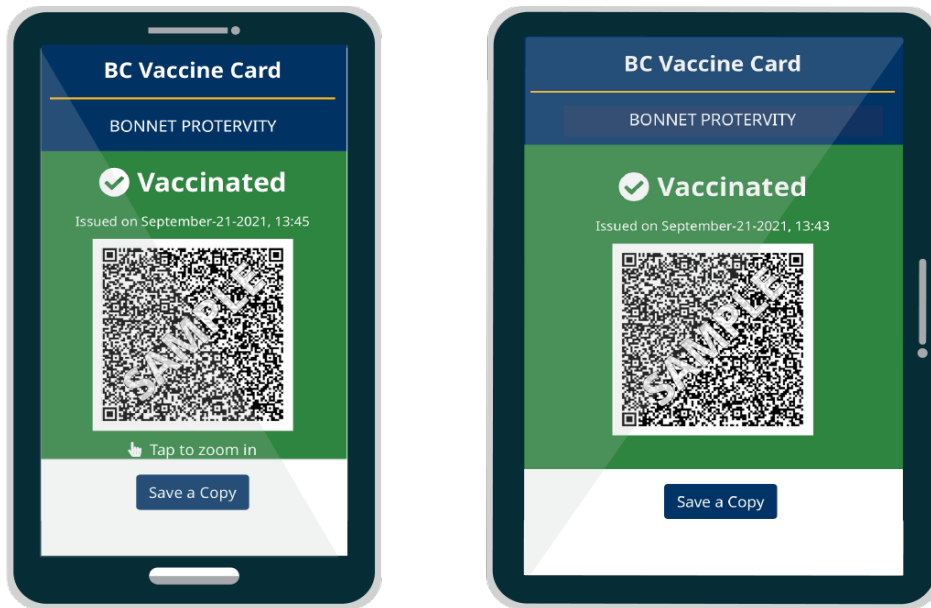
International visitors must show + photo ID:

- Proof of vaccination they used to enter Canada (like ArriveCAN)
- Passport

What the BC Vaccine Card looks like

A participant can save the digital version to their phone or tablet or print a paper copy to carry in your wallet. Both options are accepted everywhere.

Digital card



Verifying B.C. proof of vaccination

Step 1: Verify proof of vaccination

The quickest and most secure option is using the [BC Vaccine Card Verifier app](#). You can also verify proof visually.

Fastest method: Scan QR code

Scan a customer's QR code. The customer will have it on their phone or on a piece of paper.

The app will verify their proof of vaccination:

- Partially vaccinated (accepted from September 13 to October 23)
- Fully vaccinated

Visual Identification

You can also perform a visual verification. On a person's BC Vaccine Card, make sure their name and vaccination details are visible.

Customers may present the printed vaccine card in black and white.

Note: Members of the Canadian and US Armed Forces are not required to obtain a BC Vaccine Card so a visual verification must be performed.

Use the BC Vaccine Card Verifier app

Download the BC Vaccine Card Verifier app from the Apple App Store and Google Play Store. The app is free to download and works on smartphones and tablets.

For iOS devices (iPhone/iPad)

[Download the app on iOS](#)

- Requires Apple [iOS 11](#) or later

For Android devices

[Download the app on Android](#)

- Requires Android 8.1 or later

[Privacy policy](#)

How to use the app

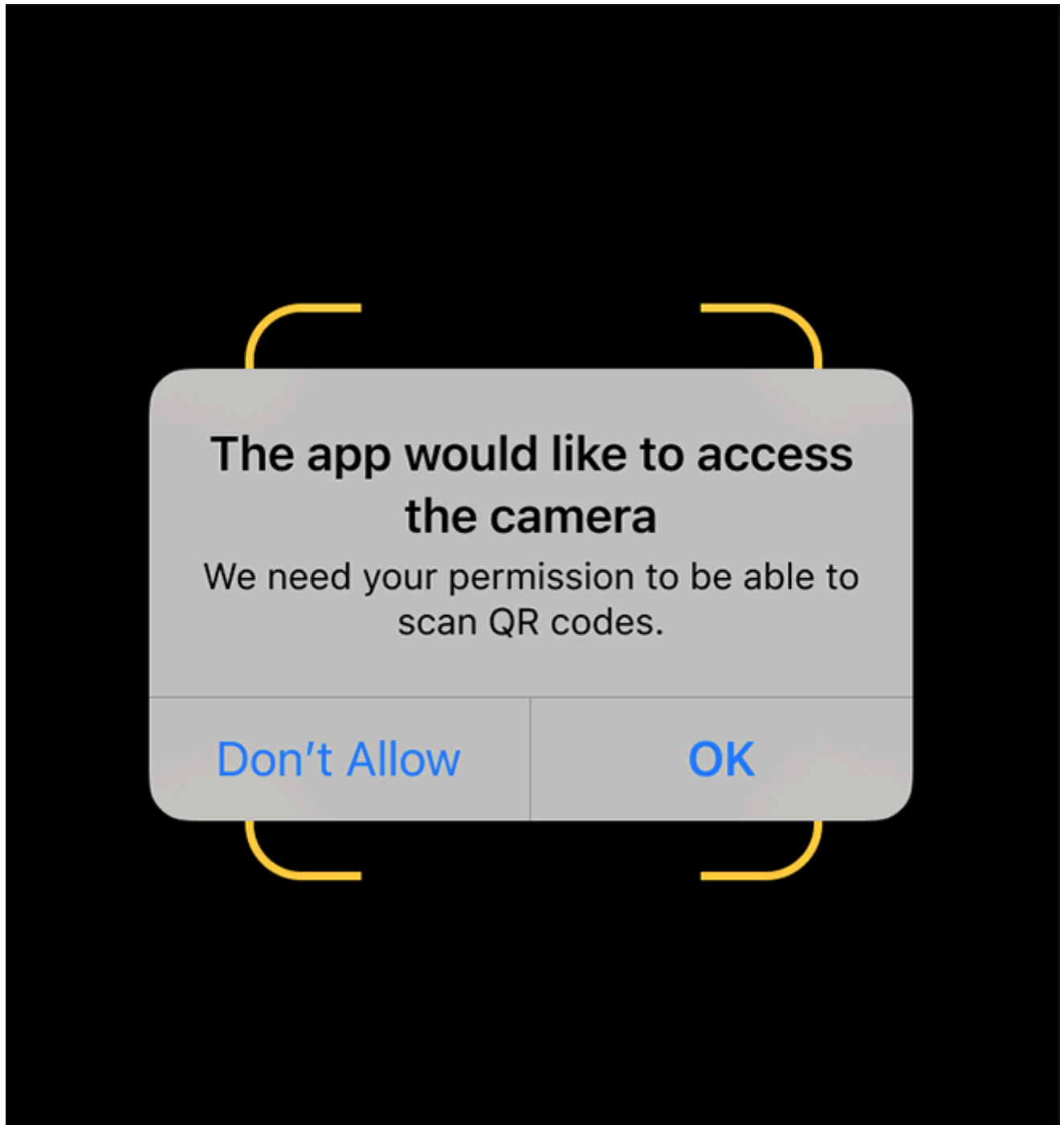
With an internet connection, download the app to your device. You can download the app on multiple devices. You must allow the app to access your device camera.

After you've finished downloading, you can continue to use the app offline. No internet connection is required to scan QR codes.

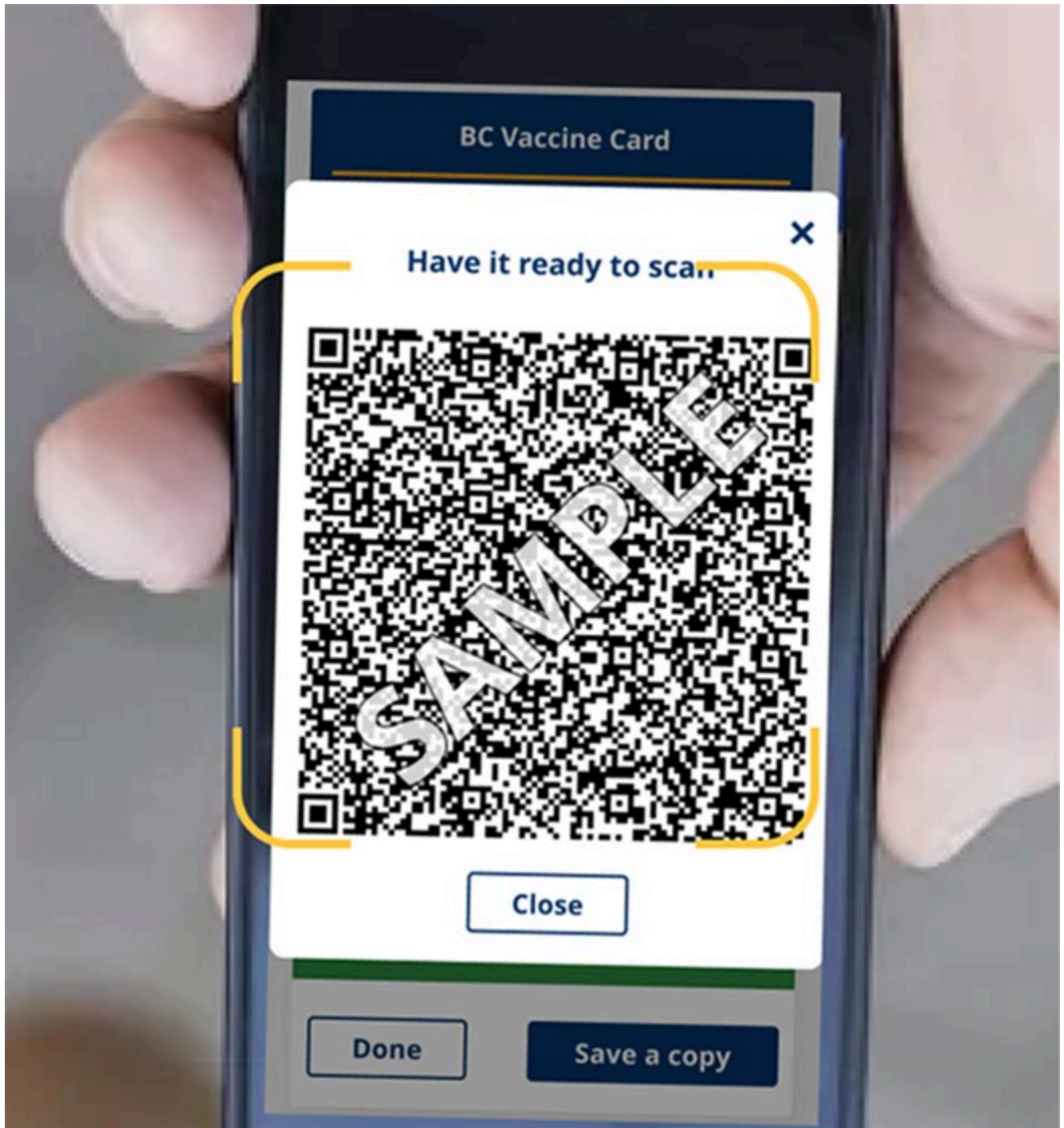
A QR code is the square shaped image and is a type of bar code that can be read by a digital device. B.C. is using the SMART Health Card QR code format, a requirement of the federal government. This means the QR code only stores the absolute minimum level of information and is not connected to other health records.

How to scan a vaccine card

Allow access to camera



Scan a digital card



Scan a printed copy



What you'll see after scanning

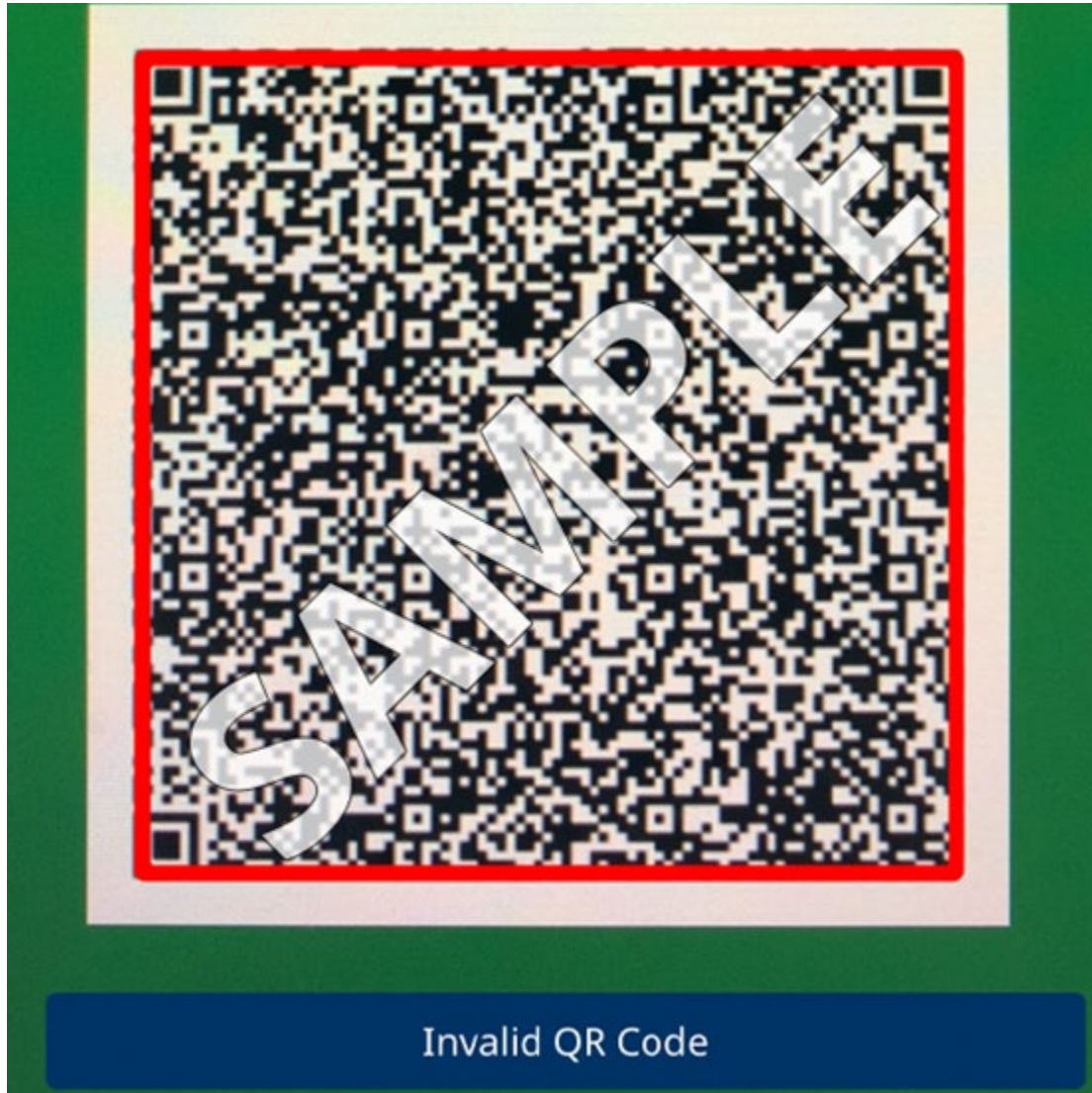
Partially vaccinated



Fully vaccinated



Invalid QR code



Privacy

The QR code is a personal document. You can not take a photo of a customer's vaccine card, even if they consent. If a customer is concerned about privacy, you can tell them:

- The BC Vaccine Card Verifier app does not store any data
- The QR code contains the minimum information required to verify a vaccination record
- The vaccine card system is not connected to any other health records

APPENDIX 4

INSIDE EVENTS REQUIREMENTS in relevant part Part C – Current Order of the Provincial Health Officer – *Gatherings and Events*

1. A person may permit a place to be used for or may organize or be present at an inside event, if the provisions of this Part and current proof of vaccination requirements are complied with.
2. 100% of the seated or standing operating capacity of an indoor place may be used,
3. There is an organizer.
4. Access to the event is controlled.
5. There is seating available for each participant, and each participant is assigned to a seat or a table.
- 6. Participants are seated throughout the place in such a way as to use all available space.**
7. Participants stay in the seat to which they are assigned, and do not move from seat to seat.
8. Participants at an event, other than a program for children or youth, remain seated, unless movement, such as getting up to speak at a meeting, or to read, is necessary for the purpose of the event, or in order to: a] be served at a serving counter, obtain a meal or snack in a take-away container, or use a self-serve food or drink station, b] use washroom facilities, c] provide assistance to another person who requires care or first aid, or d] leave or return to the place.
9. If there is a food or drink station: a] hand washing facilities or alcohol-based sanitizers are within easy reach of the station; b] signs reminding participants to wash or sanitize their hands before touching self-serve food, drink or other items, are posted at the self-serve station; and c] high touch surfaces at the station, and utensils that are used for self-serve, are frequently cleaned and sanitized.
10. Hand sanitation supplies are readily available to participants.
11. Toilet facilities with running water, soap and paper towels for hand washing and drying purposes or hand sanitation supplies are available for participants.
12. There are a sufficient number of staff to ensure that: a] participants remain seated, and b] participants do not congregate in parts of the place.

13. The organizer monitors the number of persons present, and ensures that the number of persons present does not exceed the maximum number permitted for an inside event.
14. A participant must not attend an inside event at which there are more persons present than are permitted in this Part, and must not enter a place, or must leave a place, if so directed by the organizer or a member of staff.
15. A participant must comply with measures, or guidance or directions from the organizer or a member of staff, intended to avoid the congregation of participants.
16. If an event is held in part of a place which is completely separated from the rest of the place, additional persons who are not attending the event may be present in other parts of the place.
17. If there is more than one area in a place in which events may be held, there may be an event in each of the areas.
18. If the organizer is not the owner or operator of the place in which an inside event is held, the owner or operator must be satisfied that the organizer is aware of the foregoing conditions, in addition to current Proof of Vaccination requirements and has the capacity to fulfill them.

APPENDIX 5

OUTSIDE EVENTS REQUIREMENTS

Part B –Current Order of the Provincial Health Officer – *Gatherings and Events*

As per the requirements of Appendix 4 except that:

- ✓ no more than 5,000 persons, or 50% of the seated operating capacity of a place, excluding event staff, whichever number is greater, may be present at an outdoor event

- ✓ Participants do not have to remain seated

APPENDIX 6

BCRPA COVID-19 Safety Plan – Non-Sport Group Template

Activity User Group COVID-19 SAFETY PLAN CHECKLIST

The [BC Recreation and Parks Association](#) has created this template to assist groups renting Municipal space in the creation of a COVID-19 Safety Plan. The template is applicable to those user groups whose activities are not sport based.

By order of the Provincial Health Office (PHO), all organizations must develop a COVID-19 Safety Plan for their operations. This includes any organized groups using municipal properties.

This tool can be used to guide you through the planning process. There is no standard document for your COVID-19 Safety Plan – you may use this document, or another document that meets your needs, to develop your plan.

We have adapted this guide for group activity from the [WorkSafeBC comprehensive tool](#) and PHO recommendations.

Your plan will not be approved by the municipality, but will be reviewed and will form an essential component of your rental agreement/contract.

Your group must not exceed 50 individuals including participants and spectators, and that all observe the 2-metre distance. It is the responsibility of your group to ensure your plan is followed by all members of your group.

Step 1: Review the Municipality COVID-19 Safety Plan

- We have received and reviewed the Municipal COVID-19 Safety Plan specific to the facility/space we are requesting to use, and aligned our COVID-19 Safety Plan with the Municipal Plan.
- We confirm that our group will not exceed 50 individuals.

Step 2: Assess the risks at your activity

Identify areas where there may be risks, either through close physical proximity or through contaminated surfaces. The closer together individuals are and the longer they are close to each other, the greater the risk.

- We have identified areas where people gather.
- We have identified situations and processes where individuals are close to one another or members of the public.
- We have identified the equipment and /or objects that may be shared by individuals.
- We have identified surfaces that people touch often.

Step 3: Implement protocols to reduce the risks

Select and implement protocols to minimize the risks of transmission.

Look to the following for information, input, and guidance:

- BCRPA recreation sector [Guideline](#)
- Municipal facility guidelines and safety plans (provided by the City and/or posted on city websites)
- Orders, guidance, and notices issued by the Provincial Health Officer (PHO)

Ensure you have a risk reduction plan that includes the following levels of protection cited by the BC Provincial Government:

First level protection (elimination): Limit the number of people and ensure physical distance whenever possible

- We have established maximum participant numbers for our program that meets facility requirements and does not exceed the PHO mass gathering limit of 50.

- We have implemented measures to keep participants and others at least 2 metres apart, wherever possible.
- We have communicated to our participants the occupancy limits for common areas we are using such as lobbies, meeting rooms, change rooms, washrooms.

Measures in place

List your control measures for maintaining physical distance in your activity environment.

Second level protection (engineering): Barriers and partitions

- We have considered and are prepared to bring barriers to separate activity participants where they can't keep physically distant.
- We have discussed with the municipality the engineering barriers that may be required.

Measures in place

Describe how barriers or partitions will be used in your environment (if appropriate).

Third level protection (administrative): Rules and guidelines

- We have identified rules and guidelines for how participants, volunteers, spectators and others should conduct themselves in order to reduce transmission of COVID-19.
- We have clearly communicated these rules and guidelines in multiple ways (i.e. a combination of digital messaging, onsite facility orientation and signage).

Measures in place

List the rules and guidelines that everyone is required to follow in order to remain two metres apart. This should include movement from the parking lot or arrival area to the rented area and back. Include a description of how the 2 metre distance between participants will be maintained, how the limit of 50 for the event will be ensured, how congested areas will be managed to reduce gathering and lingering, and appropriate hand hygiene protocols (come with clean hands, bring and frequently use personal hand sanitizers), actions to ensure there is no sharing of equipment, and requirements for sanitizing any frequently touched surfaces and shared equipment after use.

Fourth level protection: Using masks (optional measure in addition to other control measures)

- We have reviewed the information on selecting and using masks and instructions on how to use a mask.
- We understand the limitations of masks to protect the wearer from respiratory droplets. We understand that masks should only be considered when other control measures cannot be implemented/physical distancing cannot be maintained.
- We have trained individuals on the proper use of masks (if applicable).

Measures in place

Who will use masks?

What instances will require the use of masks?

How have participants been informed of the correct use of masks?

Reduce the risk of surface transmission through effective cleaning and hygiene practices

- We have reviewed the information on cleaning and disinfecting surfaces.
- Handwashing locations are visible and easily accessed.
- We have communicated good hand hygiene practices to participants, volunteers, etc.

Cleaning protocols

Provide information about your cleaning plan. Specify who is responsible for cleaning, and what the cleaning protocols will include (e.g., which surfaces, equipment, objects, etc).

Step 4: Develop policies

Develop the necessary policies to manage your activity.

Our policies ensure that participants and others showing symptoms of COVID-19 are prohibited from participating in activities.

- Anyone who has had symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
- Anyone directed by Public Health to self-isolate.
- Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms.

Our policy addresses individuals who may start to feel ill while participating. It includes the following:

- Instruct the participant to go straight home. [Consult the [BC COVID-19 Self-Assessment Tool](#), or call 811 for further guidance related to testing and self-isolation.]
- Sick individuals should report to first aid (or designated individual), even with mild symptoms.

- Sick participants should be asked to wash or sanitize their hands, provided with a mask, and isolated.
- If the participant becomes severely ill (e.g., difficulty breathing, chest pain), call 911. Clean and disinfect any surfaces that the ill participant has come into contact with.

Step 5: Develop communication plans

You must ensure that everyone participating in the activity knows how to keep themselves safe while participating:

- We have created and communicated to participants and support volunteers our safe activity plan that adheres to physical distancing, and have confirmed that they agree to participate in our activity as outlined.
- We have communicated that participants not observing the new safe activity plan will not be permitted to participate.
- We have a communication and training plan to ensure everyone is trained in policies and procedures.
- All participants have received the policies for staying home when sick.

Step 6: Monitor and update your plans as necessary

Things may change as your activity gets underway. If you identify a new area of concern, or if it seems like something isn't working, take steps to update your policies and procedures.

- We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.
- Individuals know who to go to with health and safety concerns.
- When resolving safety issues, we will involve designated health and safety representatives.

Step 7: Assess and address risks from resuming operations

If your activity has not been operating for a period of time during the COVID-19 pandemic, you may need to manage risks arising from restarting your program.

- We have an education or training plan for new participants and volunteers, or those with new roles.
- We have identified a safe process for cleaning.

Step 8: Provide your municipal host with your COVID-19 Safety Plan

- We understand that before we will be permitted to participate in our activity on or in municipal recreation, our safety plan must be submitted to the Municipality.
- We understand that failure to adhere to the safety plan could result in the removal of access to municipal spaces.

Note: **It is not the role of the Municipality to approve the safety plan**, but you must have one in order to have access to municipal spaces.

Be advised that personal information must not be included in the COVID-19 Safety Plan

Personal information is any recorded information that uniquely identifies a person, such as name, address, telephone number, age, sex, race, religion, sexual orientation, disability, fingerprints, or blood type. It includes information about a person's health care, educational, financial, criminal or employment history. Visit <https://www.oipc.bc.ca/about/legislation/> for more information.