

FGCA Tiny Fall Fairfield

Event Safety Plan

The purpose of this document is to outline the protocols we will implement at our upcoming Tiny Fall Fairfield Event in order to minimize the risk of spreading COVID-19 and to keep our community safe. This document also outlines various contingency plans in order to be prepared for various possible incidences at the event.

We have developed this plan by first assessing all the potential risks at the event and then developing strategies to minimize these risks. To develop these strategies, we have consulted WorkSafe BC employees, the COVID-19 safety plan checklist outlined on their website as well the World Health Organization’s document on Planning Recommendations for Mass Gatherings.

Protocols

This table outlines the various protocols staff and volunteers will take before and at the event.

Focus Areas	Actions
Restrict participants to 50 people at event	<ul style="list-style-type: none"> Request that attendees RSVP prior to event through Eventbrite and limit spots to approximately 40 depending on the number of other people part of the event (staff, vendor, band member etc.). Host a maximum of 1 band, 1 food truck, 1 non-profit booth and 1 craft space per day. RSVP attendees will need to sign in when arrive and wear a wristband. Outline border of event location with ribbon and have one entrance/exit for event. Issue wristbands to attendees at entrance and check wristbands at various stations (entrance to Garry Oak room, participation in activity etc.) Count attendees every hour to ensure it does not exceed 50. Check wristbands at main entrance and at Garry Oak room entrance to ensure people no on the list are attending the event. Encourage musicians to not have a sound system and/or to keep the volume low in order to not attract other people to attend the outside of the event and to help people maintain physical distance when speaking to each other
Maintaining Physical Distance	<ul style="list-style-type: none"> Distancing markers will be placed in line up locations, at activity area, at the non-profit booth, and at eating tables. Following the latest directions from the BC government, no more than 6 patrons will be sitting at the same table. There will be a 2 meters distance between the chairs (back to back). A 3 meters separation will be materialized between the performers and the patrons. Signs will be at entrance and throughout event communicating to people to remain 2m apart. Exit and entrance will be wide and marked with one-way arrows. Natural circulation area will be identified so that it does not overlap any natural wait areas (eg: the food truck line up)

Commented [WU1]: + help people maintaining social distance when speaking to each other

Commented [WU2R1]:

Commented [BG3R1]:

Commented [WU4]: Natural circulation areas will be identified so that it does not overlap any natural wait area (food truck for example)

	<ul style="list-style-type: none"> Staff will monitor group size and if there are groups of more than 6 people in proximity, staff are asked to approach and ask them to distance.
Touch Point Sanitation	<ul style="list-style-type: none"> Bathrooms will be sanitized every half an hour. A sanitation log will be used and displayed outside washroom Signage will be sitting on each sanitized table Tables and chairs and activity table will be sanitized after every participant Doors to Garry Oak room will remain open to avoid transmission through door handle.
Hand Hygiene	<ul style="list-style-type: none"> Hand sanitizer will be provided at entrance of event, entrance to the washroom, food truck, activity station, table, and at booth. Staff and volunteers are asked to wash/ sanitize their hands frequently during event, especially after touching garbage or exchanging something with an attendee.
COVID-19 protocol Communication	<ul style="list-style-type: none"> There will be various signs throughout event reminding participants to maintain physical distance and to sanitize hands. RSVP participants, all vendors, artists, staff and volunteers will be sent an email with information about physical distance, hand hygiene, alternatives to hand shaking, staying at home if they feel unwell, and encouraging them to wear a face cloth covering to the event. Event description will detail the controls we will have in place to avoid the spread of COVID-19 and ask that participants respect these protocols. Staff and volunteers will be encouraged to wear a face cloth covering
Other precautionary measures	<ul style="list-style-type: none"> Upon registering to the event, obtain attendees name and contact information. This ensure that we can trace the transmission if an outbreak occurs. Staff and volunteers will be encouraged to wear a face cloth covering

Commented [WU5]: And a sanitation log will be used and displayed

Commented [WU6]: and signage will be sitting on each sanitized table.

Commented [WU7]: They will also be encouraged to wear a face mask

Contingency Plans

This table provides various contingencies and the actions we will take the resolve them.

Contingencies	Actions
If event exceeds 50 people	<ul style="list-style-type: none"> If someone is at the event without a wristband, they will be asked to leave the event. If head count exceeds 50 people, then people will be asked to show their wristbands.
If a participant begins to experience severe COVID-19 symptoms at the event	<ul style="list-style-type: none"> Provide rapid isolation of the severely ill person and safe transfer to a local health care facility. Disinfect all that the person touched. Consider ending the event for the day.

Commented [WU8]: What do we consider symptoms?