

Event COVID-19 Safety Plan

In the Northern Health region, outdoor events with more than 200 attendees, and public indoor events of all sizes, require a COVID-19 Safety Plan to ensure effective controls are in place to prevent transmission of COVID-19 at the event. All event organizers, hosts, staff, and volunteers must be familiar with this plan and it should be posted/made available for reference during the event. As per the [Northern Health Order](#), approval of your plan is not required. It is Northern Health’s expectation that the event organizer plans an event that is safe and prevents transmission of communicable diseases including COVID-19. Plans may be submitted to Northern Health by email to php@northernhealth.ca.

Please refer to [Gathering and Events COVID-19 Order for Northern Health Authority](#) for the definition of an “event”.

Section 1 – Overview of Event

Event name:	
Purpose of event (type of event i.e. concert, wedding, fundraiser, etc.):	
Event lead (organizer) name, contact number, and email:	
Event host company/organization (if applicable):	
Location (name and address of venue):	
Event type (indoor, outdoor, flow through, or sports):	
Date(s):	
Start and end times:	
Expected attendance (#):	

Washrooms provided: (yes/no, #)	
Food and/or drink service: (yes/no, self-serve?)	

Indoor events only:

Calculate 50% of maximum seated capacity of venue, OR 50% capacity of venue or dedicated event space for flow through events	
Calculate maximum number of people than can be safely accommodated (subject to 50% capacity above)	

Section 2 – Health Screening

Event participants, including organizer(s), volunteers, and staff, should self-screen and not attend the event if they are a) experiencing any symptoms of COVID-19, b) have returned from travel outside of Canada in the last 14 days, or c) have been identified as a close contact of a COVID-19 case or have otherwise been told to self-isolate by public health.

Describe how event participants will be informed of the above requirements (i.e. include in advertisements, signage posted, etc.)

Section 3 – Reducing overcrowding and congregation

Measures must be taken to reduce the amount and duration of close contact between participants. This includes, but is not limited to, measures to avoid overcrowding and congregation at entrances and exits, in areas where lines form (i.e. washrooms, ticket sales, food and drink vendors, etc.), other areas where congregation is likely inside or outside the venue (i.e. designated smoking areas, etc.).

Describe the control measures that will be used to prevent overcrowding congregation between participants (i.e. physical barriers, signs, directional indicators, etc.)

Section 4 – Physical Distancing

Event venue must allow for at least 2 metres of physical distance between participants at all times. Participants must be guided/assisted to maintain 2 metres of physical distancing throughout the duration of the event if they are not seated.

Describe the control measures and tools that will be used to maintain physical distancing (i.e. physical barriers, signs, directional indicators, etc.)

Section 5 – Masks (face coverings)

Some events require participants wear masks. Please refer to [current orders](#) to determine if masks are required at your event.

Describe how masking requirements will be addressed and enforced if applicable

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Section 6 – Sanitation

Participants must be provided with an adequate number of handwashing stations (or hand sanitizer) in convenient and accessible locations to facilitate and encourage frequent hand washing.

Common touch surfaces must be frequently cleaned and disinfected with products approved for use against COVID-19.

Describe the available handwashing facilities and/or hand sanitizer stations at the event location (you may want to label these on a map or site plan on a separate page)
Describe the cleaning and sanitation plan including products used, surfaces to be cleaned, and frequency of cleaning

Section 7 – Communication & Enforcement

Describe any signage or public messaging related to COVID-19 prevention measures that will be posted at the event or in event advertisements

Describe how the event will be monitored for compliance with this plan and the expectations of staff/volunteers to address noncompliance