

# Safety Plan Template

## Contact Information

Name of Activity/Event

Booking Date(s)

Organization Name

Date of Completion

Plan Developed by:

## Overall Compliance and Coordination

*Tell us what you will do to ensure that your booking complies with the [Roadmap to Reopening Guidelines](#).*

## Physical Distancing

To ensure the booking complies with physical distancing requirements, we will do the following:

- Ensure that physical distancing is adhered to whenever possible by volunteers, participants and spectators at all times including setup, tear down, etc.
  - Adhere to provincial and municipal gathering limits in place on the date of the booking
  - Require volunteers, staff, participants, attendees to wear non-medical grade masks while indoors per the [Reopening Ontario Act](#).
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Establish designated entry and exit points where possible and plan for crowd and spectator control

Post capacity limits for indoor spaces (e.g. washrooms) and provide additional spaces/amenities where required.

*List common situations specific to your activity that may not allow for **physical distancing** between individuals. What measures will you implement to ensure the safety during your booking?*

*How you will manage Physical Distancing of spectators during your booking?*

*How you will **prevent and control crowding** during your booking?*

## Screening, Contact Tracing and Record Keeping

To ensure infection prevention and control practices are followed at the event we will do the following:

Implement mandatory health screening assessment and contact tracing (e.g. [COVID 19 Self-Assessment Tool](#)) for those in attendance including volunteers, participants and spectators asking about:

### Screening

- COVID-19 symptoms
- Close contact with confirmed or suspected COVID-19 case
- Travel outside of the country or close contact of someone who has travelled outside of the country

### Contact Tracing

- Name and contact information of every member of the public who enters the space
- Maintain the record for a period of at least one month

Note: Only disclose the records to a medical officer of health or an inspector under the Health Protection and Promotion Act

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on request for a purpose specified in section 2 of that Act or as otherwise required by law.

***What information will you be collecting via screening and what type of screening will you implement (e.g. online screening tool, check in table)?***

***When will the screening be completed?***

***Who will complete the screening?***

***Proper screening records and contact tracing record keeping procedures should be maintained. What will be your record keeping process?***

***What steps will be taken if a volunteer, attendee or committee member develops symptoms of COVID 19 during your booking or tests positive for COVID-19 after the activity?***

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## Personal Protective Equipment

To ensure volunteers, staff, spectator and participant safety, we will do the following:

- Supply appropriate PPE to volunteers

*What type of PPE will you supply **and to whom?** How will you distribute the PPE and ensure it is worn properly?*

- Ensure all volunteers, staff, spectators and participants are abiding by the Reopening Ontario Act requires the use of face coverings or masks in all enclosed public spaces

*How will you ensure **face coverings/masks are worn appropriately and at the** appropriate times **by volunteers?***

*How will you encourage the wearing of face coverings or masks where appropriate?*

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## Cleanliness and Hygiene

To ensure the booking is in compliance with City of Hamilton Public Health hygiene and cleaning requirements, we will do the following:

- Post signage on site to remind all attending, volunteering and working during the booking of proper hygiene and cleaning and disinfecting protocols
- Ensure that surfaces and shared objects are cleaned and disinfected between uses. Limit and discourage any sharing of objects, tools or materials.

*What will be your cleaning and disinfecting policy and protocol? How often will cleaning be conducted? which specific cleaning products will be used? (ensure these products have been identified as effective against COVID-19) How will cleaning be tracked or logged? who will complete the cleaning?*

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## Policies and Training

To ensure employees and volunteers are aware of COVID-19 safety measures in place at our facility, we will do the following:

*Provide COVID-19 training to all staff and volunteers that cover the following topics:*

- Safety Plan
- Personal Protective Equipment
- Access Screening, Contact Tracing and Record Keeping
- Cleaning and Disinfecting
- Steps to take to notify organizer for those experiencing symptoms related to COVID-19

*How will the COVID-19 training be conducted? Who will be providing the training? What will you use to document and track who attends training?*

## Other

Additional Details about COVID-19 Safety Plan including **game play modification** to prevent contact for sport related bookings:

## Resources and Helpful Links

As COVID-19 safety guidelines and requirements are frequently updated we will stay current on local guidance issued.

[Roadmap to Reopen Ontario](#)

Local Orders and Directives

City Of Hamilton Face Covering By-law

[Ministry of Health - Screening Tool for Businesses](#)

COVID Work Safety Plan

[Reopening Ontario Act](#)

Hamilton Workplaces and Public Spaces

Ontario Newsroom