

3RD PARTY COVID-19 HEALTH AND SAFETY PLAN – STAFF CHECKLIST

This checklist is intended for use for events, facility rentals where attendance is expected to be under 100 people. Where the attendance will be under 100 people or is serving alcohol, this form should be used in addition to the Event Permit Application.

The Town of Collingwood is taking all measures to protect staff, residents, volunteers, event organizers and facility renters against contracting and spreading COVID-19.

Permit applicants who wish to rent a facility, sport facility, or host an event are required to submit an event specific Health and Safety (H&S) Plan which demonstrates how Public Health Recommendations will be followed during the event. Staff must work with the permit applicant to ensure that all items listed below are addressed before issuing a permit. The resulting Plan is to be submitted and approved by relevant Town staff using the form appended to this checklist.

Under this Terms of Reference:

Permit Holder: refers to an event organizer, facility rental contract holder, sport organized board members, who signs the contract with the Town.

Safety Officer: refers to a designated person responsible for communicating, overseeing, and monitoring the H&S plan to team members, volunteers.

HEALTH AND SAFETY PLAN REQUIREMENTS				
	TOWN RESPONSIBILITIES	APPLICANT RESPONSIBILITIES	YES	NO
Understanding the Hazard, its effects and prevention measures	Staff will familiarize themselves with pandemic characteristics and response measures.	Permit applicants must demonstrate knowledge of the signs and symptoms of COVID-19 and of personal hygiene and infection control practices.		
Signage	The Town is responsible for ensuring appropriate signage is in place to encourage adherence to recommended public health measures.	The permit applicant must demonstrate how H&S protocols, beyond the use of signage, will be communicated to attendees.		
Communications Protocols	Town staff are responsible for ensuring that all public health measures, as outlined in the Town's	Permit holder applicants must indicate who will be responsible for communicating requirements under the H&S plan to visitors/players/ volunteers.		

	Pandemic Response and Recovery Guide, are communicated to permit holders.			
Physical Distancing Protocols	To reduce the spread of COVID-19, the Town of Collingwood has implemented various physical distancing requirements. Staff and visitors are required to maintain 2 meters (6 feet) of distance from others.	Demonstrate protocols of physical distancing: <ul style="list-style-type: none"> • Between players • Between coaches and players • Between public and organizers • Between spectators • Between vendors and public 		
Use of PPE and Masks	Face coverings (i.e. non-medical mask, or cloth face covering) must be worn when inside the premises of businesses, organizations and on public transit systems in Simcoe Muskoka. This includes all municipal facilities The Town is not responsible for providing face coverings.	The permit holder will be responsible for ensuring that the use of face coverings is enforced in the indoor facility being utilized.		
COVID-19 Self-Screening	The Town is following the recommendations of the Simcoe Muskoka District Health Unit and the Province of Ontario regarding our response to COVID- 19. We are asking that before entering this facility everyone must conduct the following self-screening tool: COVID-19 Self-Screening .	The permit holder will be responsible for ensuring all attendees carry out the COVID-19 Self-Screening tool. This tool should be included in any communications with potential or confirmed attendees. Attendees who cannot attest to passing all screening questions cannot be granted entry into the facility.		
Contact Tracing	The Town must ensure that a record is kept of all attendees, by the permit holder, for the purpose of contact tracing.	The permit holder will keep a record of all those in attendance, including their first/last name, e-mail address and/or telephone number, and date and time entering/exiting the facility. This information shall be kept by the permit holder for use by the relevant public health authority in the event of an infection. The permit holder will ensure (and communicate to their attendees) that the information collected will not be shared for any purposes aside from contact tracing.		
Confirmed COVID-19 Case	The Town will keep a record of all permit holders, to be provided to the relevant public health authority	In the event that a permit holder is notified of a confirmed COVID-19 case, the permit holder will		

	in the event of a positive COVID-19 case (either on the part of staff or facility guests.	contact relevant public health authority and provide a list of all those in attendance.		
Limits on Room Occupancy	To help prevent the spread of COVID-19 we are limiting the number of people permitted in Town facilities/rooms. Posters will be displayed on site for the current maximum number of persons allowed.	Permit applicants must indicate how they will ensure room occupancy limits are respected.		
Cleaning and Sanitization Protocols	Proper cleaning and disinfection are key to stop the spread of COVID-19 in the workplace. Public Health Ontario recommends that high touch surfaces be cleaned and disinfected a minimum of twice daily or when work surfaces, tools or equipment become visibly soiled. The Town provides custodial services in indoor facilities in accordance with Public Health recommendations. Staff are responsible for communicating all Town cleaning and sanitization protocols.	The permit holder will be responsible for proper cleaning and sanitization, before and after an event, of any temporary and portable gear and equipment they bring into a facility or into an outdoor venue. The permit holder is also responsible for providing hand sanitizer and appropriate PPE.		
Insurance Coverage	The Town of Collingwood is responsible for ensuring proper health and safety measures are in place to prevent the spread of COVID-19.	Permit applicants must demonstrate that they have ample liability coverage. Permit holders will be responsible for notifying attendees of the increased risk of infection due to COVID-19, as well as health and safety measures put in place to reduce the risk of spread.		
Floor Plans	Town staff will work with permit applicants to develop floor plans.	The permit applicant must also submit all relevant floor plans. These are to include the following information: <ul style="list-style-type: none"> • Floor plan showing controlled entrance and exit • Floor plan showing fire exits • Floor plan showing washrooms • Floor plan showing handwashing stations • Floor plan showing fencing around event area for controlled access 		

		<ul style="list-style-type: none"> • Floor plan showing Health and Safety signage. • Allowable occupancy of the event space/facility, including location of “space occupancy” signs • Any queue lines and relevant physical distancing protocols • Information on how parking lot will be controlled to prevent congregating 		
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The following resources are recommended to help inform the development of the event specific Health and Safety (H&S) Plan:

Sample posters:

- [Public Health Ontario - Self Monitor Poster](#)
- [Public Health Ontario - Self Isolation Poster](#)
- [Public Health Ontario - Hand Washing Poster](#)
- [Hand Sanitizer Poster](#)
- [Public Health Ontario - Cleaning and Disinfection for Public Settings](#)
- [COVID-19 - Masks Not Healthcare](#)
- [Non-Medical Face Coverings](#)
- [How to Wear Masks](#)
- [Public Health Ontario - Guide to Physical Distancing](#)
- [COVID-19 - Don't Take it Home](#)

Additional video resources:

- [COVID-19 - Proper Use of Disposable Gloves](#)
- [Public Health Ontario - Proper Hand Hygiene / Hand Washing](#)
- [WHO - When and How to Wear a Mask](#)
- [Government of Canada - How Physical Distancing Works](#)
- [Assessing Respiratory Symptoms via Video](#)
- [How to take off disposable gloves](#)

**TOWN OF COLLINGWOOD 3rd PARTY COVID-19 HEALTH AND SAFETY PLAN
SUBMISSION AND APPROVAL FORM**

**A copy of this Form will be retained by both the permit applicant and relevant Town of Collingwood employee(s).*

Parks, Recreation and Culture Department Town of Collingwood 97 Hurontario St, Collingwood, ON L9Y 2L8	INSTRUCTIONS: (1) Town staff and permit applicants will work together to develop event specific Health & Safety Plan using the 3 rd Party COVID-19 Health and Safety Plan Checklist. (2) Applicants will attach one signed copy of this form, together with the completed Health & Safety Plan, to be submitted to the relevant Town staff for approval.
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SECTION 1 (To be completed by permit holder applicants)

Applicant Name:	
Address:	
Telephone Number:	
E-mail Address:	
Event Description:	

I hereby acknowledge that I have read, understand, and agree to the policies and procedures contained in the attached Health & Safety Plan and certify that this Plan was developed jointly with Town staff using the **3rd Party COVID-19 Health and Safety Checklist**.

Applicant Name: _____

Applicant Signature: _____

Date: _____

SECTION 2 (To be completed by relevant Town employee)

Employee Name:	
Employee Title:	
Contact Information:	

By my signature, I acknowledge that I have read, understand, and agree to the policies and procedures as set out in the attached Health & Safety Plan and approve its use.

Employee Name: _____

Employee Signature: _____

Date: _____