



## **COVID-19 Safety Plan**

### **Downtown Promenade – Saturday September 4, 2021**

The following COVID-19 Safety Plan is intended to inform the event planning and implementation for the Downtown Promenade to be held on Saturday, September 4, 2021.

For the purposes of this Safety Plan, the Overall Event Coordinator is identified as Tammy Hurlbert, Recreation Coordinator for the Municipality of North Grenville. Zone leaders include Vendors Zone (BIA Delegate), Entertainment (J.A.M. Productions), Family Zone (Kemptville District Community Association Delegate), North Grenville Public Library (NGPL Delegate), and other areas which may be added as the event is developed.

#### **Keeping up to date:**

- The Overall Event Coordinator will check public health information weekly leading up to the event to ensure that any changes in protocol inform the event plan.
- Questions from zone leaders regarding protocol can be directed to the Overall Event Coordinator.
- Zone leaders will inform volunteers, entertainers and vendors participating in their zones as to the protocols for the event prior to and on event day.
- Signage at the event will inform guests of protocol. Event communications should include public protocol information.

#### **Screening for COVID-19 & Contact Tracing:**

- Screening questions will be posted at event entrances. Event volunteers will remind attendees to review the screening prior to proceeding into the event space – “Have you completed the screening questionnaire posted here?”
- A QR Code will be posted on the screening signs at the entrances. After reviewing the screening, guests may scan the QR Code to enter their contact tracing information, or they may choose to ask the volunteer at that station to write their contact information down on provided forms.
- Volunteers and event staff will complete the Ontario self-assessment tool prior to attending on event day - <https://covid-19.ontario.ca/self-assessment/>

## **Controlling Transmission:**

### **Masking**

- During this outdoor event, all event personnel/volunteers and vendors are required to wear masks anytime physical distancing (2 metres) cannot be maintained with those outside of their household.
- All attendees are required to wear masks anytime physical distancing (2 metres) cannot be maintained with those outside of their household.

### **Distancing and separation**

- All event areas, booths, and activities should be arranged to maximize physical distancing.
- Signage throughout the event area should remind attendees to maintain physical distancing of 2 metres minimum.
- Lines should be well marked for 2 metre minimum distancing. Where long lines are anticipated in advance or become apparent during the event, a volunteer should be assigned to ensure the distancing is maintained. Stanchions may be used if available.
- Out of an abundance of caution, musicians should maintain a minimum of 3 metres physical distancing from the crowd. This space should be well defined with physical barriers.

### **Transmission from surfaces and objects**

- High touch surfaces should be cleaned and disinfected on an as required basis. Responsibility for communal areas (eg. Seating/tables) will be assigned to event volunteers. Vendors and activity organizers will be responsible for their own surfaces.

### **Hand hygiene**

- Signage will be posted to remind everyone to properly wash their hands, particularly at hand wash stations.
- Sanitizer will be available at event entrances and in areas where high touch is likely.

### **Response if there is a case or suspected exposure to COVID-19 at our event**

- Follow public health direction and share information as requested by public health.
- Communicate with event attendees, volunteers, and participants.

## **Questions regarding this COVID-19 Safety Plan**

Questions regarding this Safety Plan can be directed to the Overall Event Coordinator at [thurlbert@northgrenville.on.ca](mailto:thurlbert@northgrenville.on.ca).