

This is not a COVID-19 Safety Plan Template

For places not subject to the Food and Liquor Serving Premises Order

This template is to guide an owner, operator, or venue during the evaluation of a potential organizer, renter, or promoter's COVID-19 Safety Plan. It has been created in consideration of the [Gatherings and Events Order of British Columbia \(October 30, 2020\)](#).

PART C, Point 16: If the organizer (Promoter or Renter) is not the owner or operator (Venue), the venue must satisfy themselves that the organizer is aware of the requirements in sections 1, 2, and 4 to 13 or, if a drive-in event section 15, and has capacity to fulfill them.

Point 1 No more than fifty (50) patrons will be present for the purpose of an event.

Point 2

- a) Organizer Name _____
 Contact Number _____
- b) Ways access to the event is controlled (entry/exit):

- c) How the number of patrons is monitored (Doors/Ticketing etc.) _____
- d) There is space to maintain two (2) metres distance from each other though occupancy limits established by the venue (e.g. lobby, dressing rooms, green room).

Area	Occupancy Limit	Area	Occupancy Limit
Lobby		Green room	
Dressing rooms		Viewing Space	
Loading dock			
Shop			

- e) Patrons are to maintain a distance of two (2) metres, unless of the same party.
- f) Measures for prevention of congregation of patrons outside the place include (e.g. queue, lineups, parking lot, staggered entry and exit times etc.):
 - a. _____
 - b. _____
- g) Further areas where congregation may happen (café, hallways, washrooms, queues, elevator, etc.), and measures incorporated if applicable:
 - a. _____
 - b. _____
- h) Physical devices, markers, or other methods (engineering/administrative controls) employed to guide and assist patrons in maintaining a distance of two (2) metres from each other if not seated include:
 - a. _____
 - b. _____
 - c. _____
 - d. _____
- i) If tables are present, there will be no more than six patrons at a table, and two (2) metres of space between the backs of chairs between tables, unless a physical barrier is present.
- j) If there is a live performance, there will always be a minimum three (3) metres or a physical barrier which blocks transmission of droplets between presenters, presiders, and/or performers and the patrons.

- k) No patrons may engage in Karaoke or dance.
- l) No jam and open mic sessions will be held on the premises.
- m) If a self-service food and/or drinks station exists (self-service bar, etc.):
 - a. Handwashing or alcohol-based sanitizers are within easy reach of the station
 - b. Signs reminding patrons of hand hygiene before touching food/drink or other items, and to keep two (2) metres apart are posted there
 - c. High touch surfaces at the station, including utensils are frequently cleaned and sanitized
- n) Hand sanitation supplies are readily available at these locations (entry, box office, theatre doors, etc.):
 - a. _____
 - b. _____
 - c. _____
- o) Washroom facilities with running water, soap and paper towels are available (location information): _____

Point 4 Organizer must monitor and ensure number of patrons does not exceed the maximum number documented in the safety plan of the owner or operator (Venue).

Point 5 A separate premises requires its own entrance and washrooms, and patrons must not come into contact with patrons either at another event or in other premises of the place. Venue patron maximums as documented in their Safety Plan still apply.

Point 6 If there are separate premises in a place, there may be an event in each premises provided the maximum number of patrons permitted in the owner or operator's safety plan is not exceeded for the place.

Point 7 During an event, patrons who leave the place must not be replaced by other patrons.

Point 8 There must be an appropriate time interval (Actsafes recommends 1 hour minimum) between events during which there are no patrons present to permit cleaning, sanitizing and ventilation. Patrons are to disperse immediately after an event.

Point 9 Liquor service will stop at **10:00pm** at the latest.

Point 10 If liquor is served, the event must conclude, and patrons vacate by **11:00pm**.

Point 11 No liquor is to be consumed by any person on the premises after **11:00pm**.

Point 12 If liquor is served, obligations under the Liquor Control and Licensing Act apply.

Point 13 The organizer must ensure that the requirements of point 1, 2, and 4 to 12 are met.

Point 14 The organizer must collect the first and last names and telephone number or email address of every patron and then retain it for thirty (30) days in case there is need for contract tracing. If requested by a medical health officer, the info must be provided.

References: [Gatherings and Events Order, PHO British Columbia, October 30, 2020.](#)