**COVID-19 Bookings Safety Plan Template**

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| **Organization Name & Contact**  | **Dates/Events the plan is in effect:**  |
|  |  |
| **Category** | **Details** |
| **Keeping safe from exposure to COVID-19** |
| **Internal and external communications*** Policies and procedures
* Communication tools/methods
* Signage
 |  |
| **Screening for COVID-19** |
| **Screening and contact tracing and Vaccine Check** * Active screening procedures and questions
	+ Staff/volunteers
	+ Participants/guests
* Passive screening
* Contact tracing
* Vaccine Check/Verification
	+ Staff/volunteers
	+ Participants/guests
 |  |
| **Control transmission risk** |
| **Physical Distancing*** How will capacity limits be adhered to?
* Requirements for coaches and volunteers
* Requirements for parents, guardians, and spectators
* How will crowding/traffic flow be controlled?
* Reminders that will be issued
 |  |
| **Masking (Non-medical)*** Requirements for:
	+ Coaches/volunteers
	+ Staff
	+ Parents/guardians
	+ Spectators
	+ Other
* What is the process to issue reminders?
 |  |
| **Personal Protective Equipment*** Coach/volunteer medical mask requirements
* Eye protection
* What is the process to issue reminders?
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| **Environmental*** Hand hygiene practices & reminders
* Approved disinfectant used of shared equipment
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| **Managing COVID-19 exposure** |
| **Illness, Exposures, COVID-19 cases*** Procedure for individual with symptoms
* Procedure for COVID-19 exposure and/or case
 |  |
| **Evaluation** |
| **Risk Management*** How will new and emerging risks be managed?
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| **Monitoring and Evaluation*** How will the safety plan be monitored, evaluated and updated as needed?
 |  |
| **Other:** |
| **Organizer Name & Contact Information** | **Date** | **Organizer Signature** |
|  |  |  |

**Resource to assist with safety plan development:**

* [PPH Website – COVID-19 – Sports, Recreation & Public Spaces](https://www.peterboroughpublichealth.ca/novel-coronavirus-covid-19/covid-19-information-for-municipalities/)
* [Peterborough Public Health – COVID-19 Guidance document for Sports and Recreation Teams and Clubs](https://www.peterboroughpublichealth.ca/wp-content/uploads/2021/07/2021-07-16-PPH-Guidance-Sports-Teams-and-Clubs.pdf)
* [Workplace Safety & Prevention Services](https://covid19.wsps.ca/resources/sector-specific-resources-for-sports-and-recreational-activities) - safety plan resources for the sports and recreation sector
* [Ministry of Health – High Risk Contact Flow Chart](https://health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/contact_mngmt/app_11_high_risk_contact_FlowChart.pdf)