**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? |  | | | |
| **Environmental**   * Hand hygiene practices & reminders * Approved disinfectant used of shared equipment |  | | | |
| **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? |  | | | |
| **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)