



NEW WESTMINSTER

COVID-19 Safety Plan Worksheet General Information

Name of Event or Initiative: Art Gallery in the Park	Location: Queen's Park Farm
Date: June 24-27, 2021	Time: Thursday and Friday - 4pm to 8pm (set up from 3pm) Saturday and Sunday - 11am to 4pm (set up from 10am)
Organization: Arts Council of New Westminister	Organizer Name: Laura Grady
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Secondary Contact: Stephen O'Shea	604-525-3244
Description of Event or Initiative: The Arts Council of New Westminister is bringing the gallery outdoors. The four day event will take place inside The Farm (former petting zoo) The outdoor gallery will feature the works of local artists and artist groups. This family-friendly four-day event will welcome the community into the fenced area to discover and explore a wide range of artistic styles and mediums. From abstract paintings to photography and pottery to watercolours, this outdoor exhibition will celebrate art and culture in a beautiful park setting.	

COVID-19 Safety Plan

The development of enhanced protocols must be in place to ensure public safety and reduce the potential of COVID-19 transmission. The COVID-19 pandemic and virus is an evolving situation meaning that enhanced protocols are subject to on-going change until a vaccine is produced or the Provincial Health Officer rescinds the need for Enhanced Protocols.

All governing bodies are required to meet the Province of BC Restart Plan and develop Enhanced Protocols to ensure public safety and reduce the potential of COVID-19 transmission. Examples of primary governing bodies and sources of enhanced protocols include:

[Province of BC Restart Program](#)

[British Columbia Parks and Recreation](#)

Step 1: Assess the risk

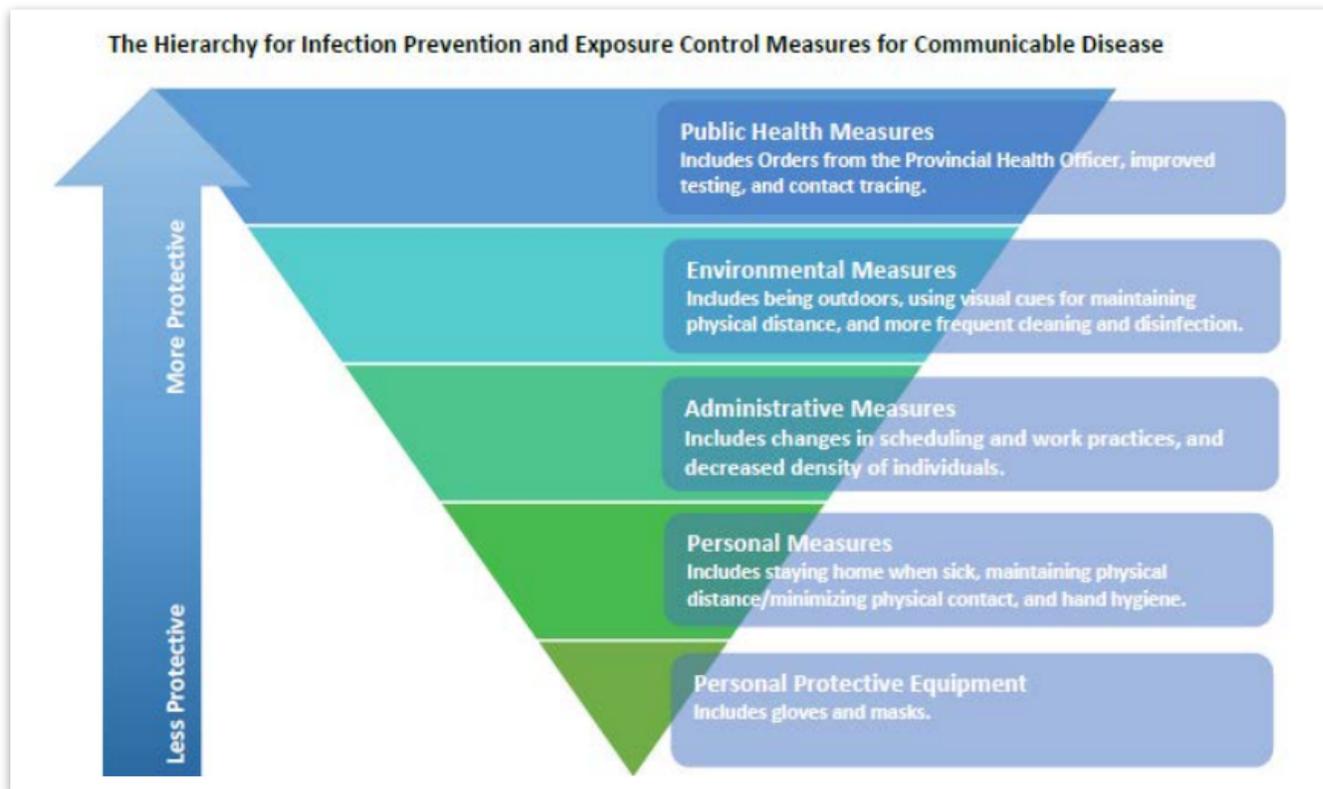
The virus that causes COVID-19 spreads in several ways including droplets when a person coughs or sneezes, or by touching a contaminated surface and then touching your face. The risk also increases the closer you come to other people, the more time you spend near them, the more people you come near and the more people that contact the same surface. When assessing the risk at your event or initiative, identify areas where there may be risks either through close physical proximity or through contaminated surfaces.

Questions to consider when assessing the risk include:

- Are there certain areas where people may gather or lineup?
- Are there areas where staff or volunteers will be in close contact with the public?
- Are there any tools, supplies or equipment that people will be sharing?
- Are there surfaces that people will regularly be touch?
- Are there any areas where it may be challenging to ensure that safe physical distancing is maintained?

Please list the areas that you have identified where there may be risks.

- The ACNW Tent where members of the community will collect their art supplies. If proper protocols are not in place, there could be the potential for overcrowding that does not allow for a distance of 6 feet between community members. This risk can be easily managed with enforced measures.



Step 2: Implement protocols to reduce the risks

The Province of BC, Provincial Health Officer and BCPRC have identified the following principles and actions to help reduce the transmission of infectious disease.

Please complete the chart below by listing the enhanced safety protocols that will be in place at your event.

Principle	Examples of Enhanced Protocols	Enhanced Protocol
Public Health Measure	<p>Actions taken across society to limit the spread and impact of COVID-19. Please note the following examples:</p> <ul style="list-style-type: none"> - Gatherings with more than 50 attendees for the purposes of an event are not permitted. - A log of all attendees must be collected and retained for 30 days. - WorkSafeBC recommends that buskers or street performances that attract crowds outside of a venue's controlled area should be avoided. - Physical distancing is mandated in the BC Restart Plan. 	<ul style="list-style-type: none"> • Please review the Gathering and Events Public Health Order to ensure that you understand the mandated requirements that must be adhered to during your room rental. • Please review any other applicable orders, guidance and notices below. <ul style="list-style-type: none"> Risk Mitigation Tool for Gatherings and Events Vending Markets Public Health Order WorkSafeBC Performing Arts Guidelines BCCDC Market Guidelines

<p>Environmental</p>	<p>Physical changes in the setting that reduce the risk of exposure. Examples include the installation of barriers such as plexiglass, lineup markers (chalk, tape, cones, stickers), a single entry and exit location, limited entry, providing handwashing and/or hand sanitizing stations, setting up a defined location using caution tape, proper signage in place related to COVID protocols, the use of directional markers (chalk, tape, ropes, barriers) as needed.</p> <p>Signs are available at the following links: Do Not Enter if you are Sick Poster Physical Distancing Poster Hand Hygiene Poster</p>	<p><i>What environmental measures will be in place?</i></p> <ul style="list-style-type: none"> - Only 50 people will be allowed in the space at one time; this is exclusive of the vendors. This will continually be reviewed and could be expanded if visitors adhere to physical distancing standards. - There is a clear entrance and exit point in place. We will be using the entrance and exit doors currently in place and previously used for the petting zoo. - This is an entirely fenced area with clearly marked single entry and exit points. - Distancing signage will be on display - COVID protocol signage will be on display - Visitors to the space will be provided with hand sanitizer upon entry. - Hand-washing station is also available. - Customers waiting in line to enter the gallery, waiting in line at a artist tent, or shopping within the farm must be 2 meters apart. Increments need to be clearly marked and market staff are responsible for ensuring this is maintained. -
<p>Administrative</p>	<p>Measures enabled through the implementation of policies, procedures, training and education.</p> <p>Examples include establishing enhanced cleaning protocols, regular disinfection of all high touch surfaces, implementation of one-way doors or walkways, stagger staff/volunteer schedules, entry controls.</p>	<p><i>What administrative measures will be in place?</i></p> <ul style="list-style-type: none"> - Staff will be provided with cleaning supplies and clear guidelines on implementing cleaning protocols. - All high touch areas will be cleaned regularly throughout the event. - Signage promoting 2 metre physical distancing, hand washing, respiratory etiquette and stay home if sick will be posted.
<p>Personal</p>	<p>Action individuals can take to both protect themselves, as well as to prevent the spread to others. Examples include washing your hands frequently, coughing into your elbow, staying home if you are sick, modeling physical distancing and hand hygiene practices.</p>	<p><i>What personal measures will be in place?</i></p> <ul style="list-style-type: none"> - Staff will be reminded to stay home if they are sick - Staff will be provided with hand sanitizer - Staff will be reminded to model and practice physical distancing.

Personal Protective Equipment	PPE is the last measure on the hierarchy of controls and should not be considered until all of the other previously noted measures have been explored. PPE is not effective as a standalone preventive measure, must be suited to the task, and must be worn and disposed of properly. Examples include the use of gloves and masks.	<p><i>Please describe how PPE will be used.</i></p> <ul style="list-style-type: none"> - <i>Staff will be provided with face masks while on site</i> - <i>Vendors will sanitize work areas frequently.</i> - <i>Masks are required to be worn by all entering the site.</i>
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Step 3: Site map

Please insert a copy of your site map below. The site map should include the following information:

- An arrow indicating the north direction
- An outline of the entire event site, including the names of all streets (if applicable)
- The location of any food trucks
- Entrance and exit locations for any events that are fenced
- Location of any temporary structures such as tents
- The location of cones, fencing, barriers and/or barricades
- The location of handwashing and/or hand sanitizing stations
- The location of any lineups that may form

You may wish to start with a map from the City Maps page:

<https://www.newwestcity.ca/discover-new-west/city-maps#interactive-maps>